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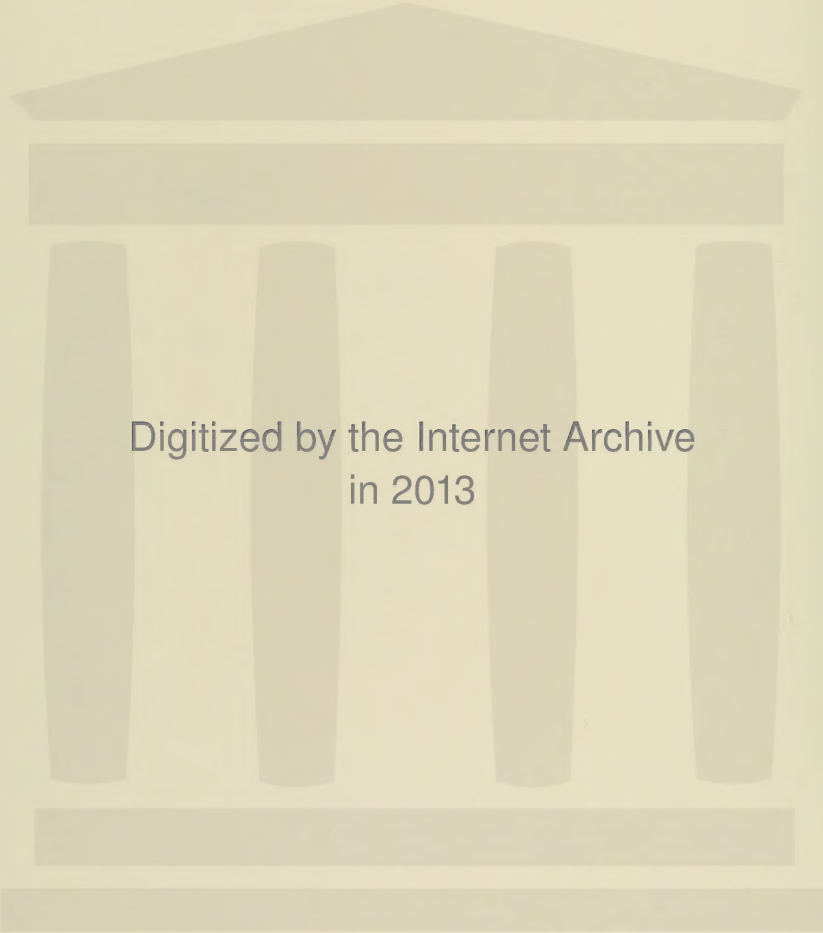
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CALENDAR - Actions Taken

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MEETING OF
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JUNE 2, 1993 - 2:00 P.M. ROOM 228, CITY HALL

PRESENT: SUPERVISORS MIGDEN, HSIEH, ALIOTO

ABSENT: SUPERVISOR HSIEH - ITEMS 12-14

CLERK: KAY GULBENGAY

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Budget Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (a) File 101-92-59.1. [Release of Funds] Requesting release of reserved funds, Port Commission, in the amount \$2,300,000, for modification of two starporters cranes at the South Terminal (Rigging International, contractor). (Port Commission)

ACTION: Release of \$2,300,000 approved. Filed.

REGULAR CALENDAR

- 2. File 101-92-87. [Government Funding] Ordinance appropriating \$4,450,000, Superior Court, for other contractual services and services of other departments-Chief Administrative Officer. RO #92262 (Supervisor Alioto)
(Continued from 5/26/93)

ACTION: Hearing held. Amended on page 1 lines 1, (in title) 10, and 15 by replacing "\$4,450,000" with "\$3,845,822"; on line 3 after "1992-93" by inserting "placing \$3,565,333 on reserve"; on line 12 by replacing "\$4,150,000" with "\$3,565,333"; on line 13 by replacing "\$300,000" with "\$280,489"; on line 16 by inserting "Section 2. Funds in the amount of \$3,565,333 are hereby placed on reserve for Contractual Services pending selection of contractors and determination of their MBE/WBE status and detailed contract costs, to be released by the Budget Committee."
New Title: "Appropriating \$3,845,822, Superior Court, for other contractual services and services of other departments-Chief Administrative Officer for fiscal year 1992-93; placing \$3,565,333 on reserve."
Recommended as amended.

3. File 101-92-86. [Government Funding] Ordinance appropriating \$64,744, Adult Probation, for professional services; providing for ratification of action previously taken. RO #92256 (Controller)
(Continued from 5/26/93)

ACTION: Hearing held. Continued to June 9, 1993 meeting.

4. File 84-93-1. [Acquisition of Real Property] Resolution authorizing the City and County of San Francisco to acquire, on behalf of the Clean Water Program of the Department of Public Works, two temporary construction easements through a portion of the real property identified as Assessor's Parcel Nos. 5585/1/3/4; and to adopt findings pursuant to City Planning Code Section 101.1. (Real Estate Department)

ACTION: Hearing held. Recommended.

5. File 118-93-3. [Fees/Permits] Ordinance amending Health Code by amending Sections 258, 291.7 and 451 and adding Section 294 thereto to impose a permit requirement and fee for operation of a solid waste transfer station, to incorporate by reference Section 40200 of the California Public Resources Code, to change the fees for refuse collection liens and tattoo parlors, to change the definition of special events, and to adopt a definition of school food concessions for purposes of issuing permits. (Department of Public Health)

ACTION: Hearing held. Recommended.

6. File 127-93-4. [Filing and License Fees Department of Public Health] Ordinance amending Part III Municipal Code (Revenue and Finance) by amending Sections 35, 120, 122, 221, 248, 249.1, 249.3, 249.5, 249.6, 249.7, 249.9, 249.11, 249.12, 249.13 and 249.14 and adding Sections 249.2 and 249.15 to change the filing and license fees for various Department of Public Health services, to require license for operation of a solid waste transfer station, to incorporate by reference Sections 40191, 40194, 40195 and 40200 of the California Public Resources Code, to define those school food concession operations that require a license fee, and to make technical corrections. (Department of Public Health)

ACTION: Hearing held. Recommended.

7. File 170-93-6. [General Obligation Bonds] Resolution determining and declaring the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit: acquisition, construction or reconstruction of certain improvements to streets, sidewalks, street lighting and utilities, including street and sidewalk improvements, traffic safety improvements, street lighting improvements, and improvements for the undergrounding of certain utilities, that the estimated cost of \$73,000,000 for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness. (Supervisor Hsieh)

ACTION: Hearing held. Amended on page 1 line 10 (in title) by replacing "\$73,000,000" with "\$68,000,000" and on page 2 line 6 by replacing "\$73,000,000" with "\$68,000,000".

New Title: "Determining and declaring the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit: acquisition, construction or reconstruction of certain improvements to streets, sidewalks, street lighting and utilities, including street and sidewalk improvements, traffic safety improvements, street lighting improvements, and improvements for the undergrounding of certain utilities, that the estimated cost of \$68,000,000 for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness."

Recommended as amended.

(Supervisors Alioto, Migden, Bierman added as co-sponsors.)

8. File 170-93-7. [General Obligation Bonds] Resolution determining the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit: acquisition, construction or reconstruction of cultural facilities, including the construction and reconstruction of certain improvements to the main library for the purpose of relocating the Asian Art Museum to such location, the acquisition, construction, and reconstruction of certain improvements to the Steinhart Aquarium, the construction and reconstruction of certain improvements to five community cultural facilities (Mission Cultural Center, Bayview Opera House, Center for African and African American Art and Culture – Western Addition, South of Market Cultural Center and the Art Commission Gallery), and the construction and reconstruction of certain improvements to the Exploratorium, that the estimated cost of \$94,045,000 for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness. (Supervisor Shelley)

ACTION: Hearing held. Amendment of the whole (as presented by Supervisor Shelley) adopted.

New Title: "Determining the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit: acquisition, construction or reconstruction of cultural facilities, including the construction and reconstruction of certain improvements to the main library for the purpose of relocating the Asian Art Museum to such location, the acquisition, construction, and reconstruction of certain improvements to the Steinhart Aquarium, the construction and reconstruction of certain improvements to five community cultural facilities (Mission Cultural Center, Bayview Opera House, Center for African and African American Art and Culture – Western Addition, South of Market Cultural Center and the Art Commission Gallery), and the construction and reconstruction of certain improvements to the Exploratorium and the acquisition and program development for a Gay and Lesbian Cultural Center, that the estimated cost of \$98,045,000 for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness."
Recommended as amended. (Supervisor Alioto added as co-sponsor.)

9. File 285-93-1. [Transit Maintenance District] Resolution urging the Mayor to urge the Public Utilities Commission to update studies necessary to support the formation of a core area Transit Maintenance District. (Supervisor Bierman)

ACTION: Hearing held. Recommended.

10. File 27-93-5. Hearing to consider enacting an airport departure surcharge. (Supervisor Alioto)

ACTION: Continued to July 7, 1993 meeting at the request of sponsor.

11. File 127-93-5. [Utility User Tax Amendments] Ordinance Amending Article 10 of the San Francisco Municipal Code by amending Section 707.2 to increase the tax rate to 7%, effective July 1, 1993, and amending Section 707.3 to delete the sunset provision of this section, which extended the telephone users tax to interstate and international telephone communication services for the period from August, 1992 to June 1993. (Supervisor Migden)

(Continued from 5/26/93)

ACTION: Hearing held. Recommended to Board for consideration as Special Order - Public Hearing on Monday, June 7, 1993. (Supervisor Hsieh dissented.)

12. File 123-93-3.1. [Fire District Procedure Code] Ordinance amending the San Francisco Public Works Code by enacting a new Article 6.2 to authorize the Board of Supervisors to initiate proceedings to establish a fire protection assessment district and to levy fire protection assessments. (Supervisor Migden)

ACTION: Hearing held. To Board Without Recommendation for consideration on Monday, June 14, 1993.

13. File 101-93-3. Hearing to consider City Attorney's opinion relating to the power of the Board of Supervisors to place reserves on appropriations. (Supervisor Migden)

ACTION: Hearing held. Continued to June 9, 1993 meeting.

14. File 100-93-2.1. Hearing to consider report by Mayor and Controller on the status of the 1993-94 proposed budget. (Supervisor Migden)

ACTION: Continued to June 9, 1993 meeting.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

May 28, 1993

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: June 2, 1993 Budget Committee Meeting

Item 1a - File 101-92-59.1**Department:** Port of San Francisco

Item: Release of reserve on funds for modification of two Starporter cranes (Starporter Cranes are used to load and unload container boxes) at the Port's South Terminal.

Amount: \$2,300,000**Source of**

Funds:	San Francisco Harbor Operating Fund-	\$1,225,000
	Unappropriated Revenue	
	Fire Insurance Proceeds Fund - Unreserved	<u>1,075,000</u>
	Fund Balance	
	Total Source of Funds	\$2,300,000

Description: In April, 1993, the Board of Supervisors approved a \$2,440,000 supplemental appropriation ordinance (File 101-92-59) to complete two capital improvement projects including \$2,300,000 for the modification of two Starporter (container) cranes. The Board of Supervisors reserved the \$2,300,000 for the crane modifications pending selection of the contractor and determination of the contractor's MBE/WBE status.

The modification of the two container cranes, which are located at the South Container Terminal, Piers 94/96, includes raising the cranes approximately 17 feet and adding elevators, safety lighting, and other accessories. Mr. Ben Kutnick of the Port reports that the existing crane configuration cannot efficiently move container boxes that are five levels high, which causes ships to be loaded and unloaded in a less than optimum configuration. According to Mr. Kutnick, the proposed improvements would (a) extend the life expectancy of the cranes by approximately 10 years, (b) increase the operational efficiency of the cranes by approximately 10 percent, and (c) avoid the alternative of purchasing new cranes at a cost of approximately \$7 million each. The cost estimate for the modification of the container cranes is as follows:

Crane Raising	\$1,430,000
Analysis and Design	40,000
Purchased Components:	
Hoist Gearboxes	\$113,000
Elevators	290,000
Spreaders	<u>380,000</u>
Subtotal	783,000
Painting	<u>47,000</u>
Total	\$2,300,000

As the result of a competitive bid process, the Port received five bids for the crane modification project. On May 18, 1993, the Port awarded the contract to the lowest bidder, Rigging International. None of the bidders are MBE/WBE firms. However, Rigging International has the highest usage of MBE/WBE subcontractors including two MBE firms (\$44,000 or 2.1 % of the \$2,115,300 construction bid) and one WBE firm (\$13,000 or 0.6 % of the \$2,115,300 construction bid). The budget for the construction contract is as follows:

Construction Contract	\$2,115,300
Contingencies (approx. 8.7 %)	<u>184,700</u>
Total	\$2,300,000

Recommendation: Release \$2,300,000 for container crane modifications as requested.

Item 2 - File 101-92-87

Note: This item was continued at the May 26, 1993 Budget Committee Meeting.

Departments: Superior and Municipal Courts
Chief Administrative Officer (CAO)

Item: Supplemental appropriation ordinance for Other Contractual Services and Services of Other Departments – Chief Administrative Officer for the development of a new courthouse on the corner of Polk and McAllister Streets

Amount: \$4,450,000

Source of Funds: Courthouse Construction Fund (Surcharges on civil and probate filing fees, parking fines and criminal fines are deposited into the Courthouse Construction Fund. The Fund had a balance of approximately \$10.4 million as of April 30, 1993.)

Description: Currently there are 20 Superior Court courtrooms that handle civil cases and eight Municipal Court courtrooms that handle civil cases and a jury assembly room in City Hall. There are also eight Superior Court courtrooms that handle criminal cases and 14 Municipal Court courtrooms that handle criminal and traffic cases located in the Hall of Justice. The administrative offices for the Superior and Municipal Courts are in City Hall. The Superior Court also has three temporary courtrooms at 575 Polk Street.

The CAO's Office has devised a plan for making earthquake repairs and seismic improvements to City Hall. In order to make the earthquake repairs and seismic improvements to City Hall, all occupants of City Hall, including the courthouses of the Superior and Municipal Courts, jury assembly room and administrative offices, must be temporarily moved out of City Hall. The CAO plans to permanently move the courts' facilities currently located in City Hall into a new courthouse to be constructed at the corner of Polk and McAllister Streets. The new courthouse is estimated to be completed in 1996 or 1997.

The total estimated cost of the new courthouse is approximately \$65 million including debt service on Certificates of Participation. This cost will be totally funded from the Courthouse Construction Fund. No General Fund monies will be required.

The Board of Supervisors previously approved a \$335,134 supplemental appropriation (File 101-92-12) for start-up costs to design the new courthouse. The Superior and Municipal Courts and the CAO are requesting the proposed supplemental appropriation for additional start-up costs as follows:

Contractual Services

Environmental Impact Report

\$200,000

The Department of City Planning provided the estimate in the amount of \$200,000 based on the cost of contracting for the Environmental Impact Report for the new Main Library.

Architectural Services

3,380,000

According to the space planning design services firm previously selected for the courthouse project, architectural services are estimated at the generally accepted standard of eight and one-half percent of the estimated \$38 million construction cost for the new courthouse plus \$150,000 for soils engineering work and asbestos removal at the buildings currently occupying the site before they can be demolished.

Construction Management

570,000

According to the space planning design services firm previously selected for the courthouse project, construction management services are estimated at the generally accepted standard of one and one-half percent of the estimated \$38 million construction cost for the new courthouse. Construction management will be responsible for providing accurate construction cost estimates based on the architectural plans and will apprise the Superior and Municipal Courts of the constructability of the architect's design.

Total Other Contractual Services

\$4,150,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Services of Other Departments - CAO

Project Manager 300,000

The CAO's Office will provide project management services. The costs for these services, including a full time project manager for the two year design phase period, are as follows (the actual costs of Project Manager services is \$280,489 or \$19,511 less the \$300,000 originally requested, see Comment 3, below):

Personnel Costs

Project Manager (full time at annual salary of \$74,385 for two years)	\$148,770
Senior Accountant (40 % time at annual salary of \$44,527 for two years)	35,622
Fringe Benefits (25 %)	<u>46,098</u>
Subtotal	\$230,489

Services of Other Departments

DPW Bureau of Architecture (based on costs incurred for other similar projects)	<u>50,000</u>
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Total	\$280,489
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Total Proposed Supplemental Appropriation	\$4,450,000
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Comments:

1. The previously approved supplemental appropriation in the amount of \$335,134 provided for start-up costs to design the new courthouse as follows:

Contractual Services

Construction Management (reserved)	\$14,667
Space Planning Design Services	<u>150,000</u>
Total Contractual Services	\$164,667

Services of Other Departments

Real Estate Department	\$40,000
Department of City Planning	42,000
Department of Public Health	<u>58,000</u>

Subtotal Services of Other Departments	\$140,000
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Contingencies	<u>30,467</u>
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Total	\$335,134
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BOARD OF SUPERVISORS
BUDGET ANALYST

2. Based on the space planning design services firm's estimate that construction management services are one and one-half percent of the estimated \$38 million construction cost, the proposed supplemental appropriation requests \$570,000 for construction management. However, as noted above, the Board of Supervisors previously approved and reserved \$14,667 for construction management. Therefore, the proposed request for \$570,000 should be reduced by the \$14,667 already on reserve for construction management to \$555,333.

3. The actual costs of Project Manager services is \$280,489 or \$19,511 less the \$300,000 originally requested. Therefore the proposed supplemental appropriation ordinance should also be amended to reduce funding for Project Manager services by \$19,511 from \$300,000 to \$280,489.

4. The CAO and the Superior and Municipal Courts report that contractors have not yet been selected. Therefore, the total proposed funding for Contractual Services in the amended amount of \$4,135,333 (requested funding totaling \$4,150,000 less \$14,667 already appropriated and reserved) should be reserved pending selection of contractors and determination of their MBE/WBE status and detailed contract costs.

Recommendations: 1. Amend the proposed supplemental appropriation ordinance to reduce funding for a) Contractual Services for construction management by \$14,667 from \$4,150,000 to \$4,135,333, b) Project Manager services by \$19,511 from \$300,000 to \$280,489 and c) the total supplemental appropriation amount by a total of \$34,178 (\$14,667 plus \$19,511) from \$4,450,000 to \$4,415,822. (Comment Nos. 2 and 3, above)

2. Also amend the proposed supplemental appropriation ordinance to reserve the amended total of \$4,135,333 (requested funding totaling \$4,150,000 less \$14,667 already appropriated and reserved) for Contractual Services pending selection of contractors and determination of their MBE/WBE status and detailed contract costs. (Comment No. 4, above)

3. Approve the proposed supplemental appropriation ordinance as amended.

Item 3 - File 101-92-86

Note: This item was continued from the Budget Committee Meeting on May 26, 1993.

Department: Adult Probation Department

Item: Supplemental Appropriation Ordinance for professional services and providing for ratification of action previously taken.

Amount: \$64,744

Source of Funds: General Fund - General Reserve

Description: The proposed supplemental appropriation would be used to pay for contract services with California Community Dispute Services (CCDS), a non-profit agency. The District Attorney's Office reports that CCDS began in 1972 as the founding alternative dispute resolution model program for the State of California and has been closely associated with the courts and the District Attorney's Office since 1980. Specific services provided by CCDS include (1) conflict resolution, mediation/arbitration, facilitation, conciliation and education about conflict, (2) liaison work with other community organizations on issues related to alleviating tensions that arise among the diverse groups in the City and (3) the provision of training to arbitrator and mediators who serve throughout California and have been responsible for developing conflict resolution programs in and out of the State.

The CCDS receives referrals on misdemeanor and other cases from the District Attorney, Public Defender, Police Department and Small Claims Court. Examples of such cases include, assaults and batteries, auto tampering, attorney/client disputes, contract disputes, disorderly conduct, bad checks, trespassing, hit and run, loitering, neighbor/neighbor disputes, petty thefts, threats and vandalism. Additionally, the CCDS handles citation hearings within the District Attorney's Office. According to the District Attorney's Office, these cases usually involve complaints brought by public agencies against individuals or businesses who fail to comply with statutes. Some of the City agencies referring matters for citation hearings include the Health Department, Police Department, Animal Care and Control, Department of Weights and Measures, Tax Assessor and the Department of Public Works. Types of cases heard include, mistreating animals, maintaining public nuisances, failure to obtain permits or

licenses, failure to file tax returns or pay business taxes, violations of noise ordinances and vice operations.

Ms. Arlene Sauser, Chief Adult Probation Officer, reports that the original contract amount with CCDS for Fiscal Year 1992-93 totaled \$18,000. Under the terms of the contract, CCDS is being compensated for processing 100 client cases per year. According to Ms. Sauser, CCDS's current caseload consists of 922 client cases, and they are receiving new referrals from the District Attorney, Public Defender, Police Department, and Small Claims Court on an average of 90 cases per month.

Ms. Sauser advises that the \$18,000 contract amount represents a decrease of \$87,000 from the \$105,000 contract amount in FY 1985-86, which represented the highest amount of City support thus far provided to CCDS. According to Ms. Sauser, since FY 1985-86, CCDS has been expected to raise approximately \$100,000 annually from foundations and corporations. However, according to Ms. Sauser, these sources, in some instances, are no longer willing to provide general operational support for what they view as a public sector responsibility. Ms. Sauser states that this circumstance along with other factors such as the general state of the economy has resulted in this type of fund raising dropping to approximately \$35,000 annually.

Ms. Sauser reports that CCDS previously advised her that it would not be able to continue to operate at its current level and that by April 15, 1993 it would be forced to furlough and/or lay off its six employees if it did not receive additional funding from the City.

The Adult Probation Department reports that the CCDS's original projected budget totaled \$215,021 for FY 1992-93. The CCDS is now projecting a total budgetary expenditure of \$279,765 for this fiscal year, which would result in a budget deficit of \$64,744. The proposed supplemental appropriation would be used to pay for this anticipated budget deficit.

Comments:

1. Attached is a letter from the District Attorney and the Public Defender in support of the subject request.
2. As noted above, Ms. Sauser reports that the California Community Dispute Services Agency would be forced to furlough and/or lay off its six employees if it does not receive additional funding from the City. The Budget Analyst notes that the City is also expected to have substantial layoffs in order to resolve its projected budgetary shortfall for the Fiscal Year 1993-94 budget. Furthermore, the approval of the Fiscal

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
June 2, 1993

Year 1992-93 \$18,000 contract by the Board of Supervisors was predicated on the California Community Dispute Services Agency obtaining private funding for the balance of its services.

Recommendation: Continue the proposed ordinance to the call of the Chair until the City's 1993-94 budget problems have been resolved through adoption of the 1993-94 budget. The Public Defender has advised the Budget Analyst of his disagreement to the continuance and states "Given the small amount of money, and the large amount of benefit CCDS provides, I hope the Board would approve the ordinance."

BOARD OF SUPERVISORS
BUDGET ANALYST

DISTRICT ATTORNEY

ARLO SMITH
DISTRICT ATTORNEY



ROBERT M. PODESTA
CHIEF ASSISTANT
DISTRICT ATTORNEY

SAN FRANCISCO

880 BRYANT STREET, SAN FRANCISCO 94103 TEL. (415) 553-1752

May 25, 1993

Ms. Sandy Brown-Richardson
Budget Analysis Office
Board of Supervisors
City Hall
San Francisco, CA 94102

Dear Ms. Brown-Richardson:

This letter is offered in support of the request of the Adult Probation Department for supplemental funding in the amount of \$64,744.00, for California Community Dispute Services (CCDS), and to provide information about the unique, invaluable, inexpensive and cost effective services provided to many City agencies, the court system, and individuals throughout San Francisco by CCDS.

Background of California Community Dispute Services

CCDS began in 1972 as the founding alternative dispute resolution model program for California. From its inception until 1986, the program was operated by the American Arbitration Association. In July, 1986, it began as an independent non-profit organization. It has been closely associated with the courts and District Attorney's Office since 1980.

CCDS works directly with criminal and civil justice systems and individual complainants to ameliorate community disorder and individual conflicts arising from misdemeanor conduct and civil complaints primarily among people with existing and on-going relationships. CCDS works with other community organizations to alleviate tensions that arise between diverse groups within San Francisco. CCDS provides direct conflict resolution services and education about conflict. It trains arbitrators and mediators who serve throughout California and has helped plan and develop quality conflict resolution programs in California and elsewhere.

Ms. Sandy Brown-Richardson
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CCDS provides the following services: mediation, arbitration, mediation/arbitration, conciliation and facilitation services, training, and technical assistance.

CCDS handles a wide array of cases in San Francisco. Examples include:

Assaults and Batteries	Hit and Run
Attorney/Client Disputes	Inheritance Division
Auto Tampering	Landlord/Tenant Disputes
Bad Checks	Loan Disputes
Business Partner Disputes	Loitering
Contract Disputes	Malicious Mischief
Defrauding an Innkeeper	Merchant/Customer Disputes
Disorderly Conduct	Neighbor/Neighbor Disputes
Division of Property	Noise Complaints
Employer/Employee Disputes	Petty Theft
Malicious Mischief	Phone Harassment
Harassment	Roommate Disputes
Ownership Disputes	Threats
Trespassing	Vandalism
Mistreating Animals	Improperly Operating Pet Stores

CCDS also handles a wide array of citation hearings within the District Attorney's Office. These cases usually involve complaints brought by public agencies against individuals or businesses who fail to comply with statutes. Some of the agencies referring matters for citation hearings are the San Francisco Health Department, San Francisco Fire Department, Animal Care and Control, San Francisco Police Department, Department of Weights and Measures, San Francisco Tax Assessor, and Public Works Department. Examples of types of matters heard by CCDS hearing officers include mistreating animals; maintaining public nuisances; failure to obtain permits or licenses; failure to file tax returns or pay business taxes; selling without a permit; violations of noise ordinances; operating overcrowded clubs; failure to provide adequate fire exits; and vice operations.

The program has become one of the most active and productive in the State despite its small staff and stringent budget. In 1986, the Governor signed into law the Dispute Resolution Programs Act providing support for ADR programs. CCDS was the model for that legislation and is, therefore, in a pivotal position with respect to the ramifications of that legislation. In September, 1992, CCDS' contributions to the ADR field were

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further recognized when CCDS was named the model program by Assemblyman Isenberg for the use of ADR within the criminal justice system (AB 1344).

Caseload and Funding

Since 1983, CCDS' caseload has increased dramatically. In 1983-84, CCDS received \$50,000.00 to handle 225 cases in San Francisco. In 1985-86, CCDS received \$105,000.00 to handle 325 cases. Beginning in 1988, CCDS has been funded by the City and County of San Francisco, to receive \$18,000.00 and to handle 100 cases. The caseload has skyrocketed without a commensurate increase in funding.

<u>Year</u>	<u>Service Objective</u>	<u>Actual Services Delivered</u>
1988-89	100	980
1989-90	100	928
1990-91	100	870
1991-92	100	924
1992-93	100	922 (as of 4-30-93)

Currently, CCDS referrals from the District Attorney, Public Defender, Municipal Courts, Police Department and Small Claims Courts average about 90 cases a month.

In years past, CCDS has been able to raise the sum needed to fund the San Francisco program from the private sector. However, with falling interest rates, the recession in California, the existence of competing projects seeking private support, the view of many foundations that they only provide start-up costs, and a perception that on-going support is a public sector responsibility, private support has largely disappeared. And given current economic realities, it is most unlikely that new private funding will be realized. A list of CCDS' attempts to obtain funding and reduce costs is found in Appendix A.

The CCDS program is lean and cost effective. The CCDS program in San Francisco averages approximately \$200.00 per case in costs. This number is a fraction of what a case entering the criminal justice actually costs. While there are no San Francisco studies of case costs available, there are cost studies available for Oakland and Contra Costa County. These reflect that the cost for a misdemeanor case which is resolved without a trial is \$1,108 in Oakland and \$1,231.54 in Contra Costa County.

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The Oakland study indicates the average cost of proceeding to trial on a DUI misdemeanor escalates from \$1,108.00 (no trial) to \$6,457.00 (trial).

The CCDS program directly impacts the workload of many agencies--the Police Investigations Unit; the District Attorney Intake and Trial Units; the Municipal Court; the Superior Court (in the event of an appeal or writ); the public defender or conflicts attorney; diversion program or probation department; the Sheriff's Department in the event a suspect is booked or ordered to serve a period of incarceration; and an array of public agencies whose members are involved in repetitive investigations of the same problem party or parties.

The CCDS program also affects agency costs. Because the CCDS intervention occurs early in the life of a case, usually at the pre-filing stage, the following costs are avoided: overtime for police officer court appearances; booking, housing costs, and/or supervision costs in custody or while serving jail (or SWAP) terms; costs associated with case continuances¹; supervision and restitution collection costs; and costs for discovery, appointment of experts and witness fees. In addition, any fines or other costs associated with jail overcrowding are also avoided. There are additional benefits to investigating agencies as the recidivism rate for those participating in a CCDS hearing appears to be very low. As a result, agencies do not expend resources with repeat complaints about the same parties.

Community Benefits of CCDS

For the reasons already described, CCDS is helping San Francisco stretch its limited resources at a time of a critical financial crisis.

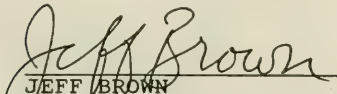
¹A study by National Baseline Information supported by NIJ reveals that case continuances increase case workload by 12-24 percent for the prosecution and the defense. The study found that in Ventura County, continuances increase costs to the prosecutor of \$765,231 and to the defense attorney in the amount of \$315,066. In numbers of attorney full-time equivalent positions, this is 3.15 attorney years for the District Attorney, and 1.52 attorney years for the defense.

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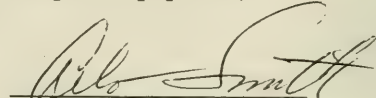
With the resources allotted to the justice system decreasing, there is serious concern that legitimate grievances of the community will go unaddressed. If this occurs, offenders will realize that misconduct will be ignored and victims will be left to conclude that public agencies will not protect them. Such a result will inevitably lead to an increase in criminal acts. When these acts are between people with on-going contact, minor acts may well escalate to serious acts which the court system will be forced to address at a much increased cost.

CCDS is a critical adjunct of the San Francisco justice system. It is able to handle cases which can no longer be prosecuted in the criminal courts. It is able to address cases which affect the quality of life in San Francisco. It is able to provide services economically, with compassion and fairness, while resolving difficult cases which cannot, and should not, be left unaddressed.

Very truly yours,


JEFF BROWN
Public Defender

Very truly yours,


ARLO SMITH
District Attorney

AS:JB:nn
Attachment

APPENDIX**Other Actions Taken to Address Funding Issues:**

1. Commercial Loans/Credit Lines: CCDS applied for commercial loans and credit lines from Wells Fargo and Bank of America. As CCDS is without property or other collateral, the loan applications were denied. One private, no-interest loan of \$4,000 has been made to the agency by the Executive Director.
2. Northern California Grantmakers: A request for assistance was turned down as it was felt that CCDS had a "short-fall problem" and not a cash flow problem.
3. State Legislation: The Executive Director spearheaded statewide legislative efforts in 1992 to increase the court filing fees allocated to the support of dispute resolution programs. The effort was successful (SB 1707) and would have increased funding support in San Francisco by 267 percent at no cost to the General Fund. However, the potential impact was mitigated in September by AB 1344 which established State Controller approval of fee allocation increases and removed approval from the local Board of Supervisors for such increases. Assemblyman Isenberg presently is carrying additional legislation to remove from the State Controller all ability to authorize any increases in court filing fees allocated to the support of dispute resolution programs.
4. Private Funding Efforts: CCDS has continued to approach foundations and corporations with grant proposals. However, private funding resources are strained and the success of the program and agency model the institutionalization of its services and the longevity of its relationship with the criminal justice system have removed the agency from consideration as an "innovative, experimental project." Secondly, many of the foundations previously supporting alternative dispute resolution programs have restructured their funding priorities and are no longer funding in this arena. Finally, private donors generally provide support in the special projects category for one to three years and are not interested in providing on-going general operations funding to agencies.

5. Fees for Services: A fee for services program has produced limited results of less than \$500 this year. Upon consultation with constituent agencies, it was decided that it was inappropriate to charge crime victims a fee for services; in addition, no mechanism exists at this time for charging offenders a fee for diversion to CCDS. The agency has produced revenues of \$3,000 for training and consultation services and raised \$3,500 through a donor campaign.
6. Volunteer Program Development: CCDS already uses the services of 150 pro bono (volunteer) mediators, arbitrators and hearing officers. Efforts to recruit student interns capable of professional quality services have produced short-term interns to work for two months.
7. Referral Cutbacks: In recognition of declining resources, CCDS requested that effective February 15, 1993 fewer cases be referred to CCDS each month. As a result, CCDS was prepared to accept only 80-85 referrals per month rather than the 100-115 processed in months proceeding this. Without immediate funding of this supplemental request, CCDS will be forced to further limit its services.
8. Reduction In Forces: On May 12, CCDS announced that three employees would be terminated within two weeks as part of the agency's response to lack of funding support.

Item 4 - File 84-93-1

- Department:** Real Estate Department
Department of Public Works (DPW), Clean Water Program
Department of City Planning
- Item:** Resolution authorizing the City and County of San Francisco to acquire, on behalf of the Clean Water Program (CWP) of the Department of Public Works, two temporary construction easements through a portion of the real property identified as Assessor's Parcel Nos. (APN) 5585/1/3/4; and to adopt findings pursuant to City Planning Code Section 101.1.
- Location:** Easement 1 (Parcels B-1 and B-2 - APN 5585/4) would be located on the property of Honeywell, Inc. on Dorman Avenue, Palou Avenue and Apparel Way. Easement 2 (Parcels C and D - APNs 5585/1/3) would be located on the property of National Industrial City on Dorman Avenue, Palou Avenue and Apparel Way (see attached map).
- Purpose:** The two temporary construction easements would allow the City to construct a temporary roadway to provide access to Apparel Way during construction of the Islais Creek Transport/Storage Project (Project) along Barneveld Avenue. The Project is the construction of an underground facility which will store excess sewage and water that accumulates during rain storms when the storm drain runoff and sewage volume exceeds the capacity of the Southeast Water Pollution Control Plant. Currently, excess sewage and water overflow into the Bay. The Regional Water Quality Board has mandated that the City install this facility by January 1996, or incur penalties. The DPW advises that there are five separate contracts for constructing the five different phases of the Project. Implementation of each of the five phases relies upon the completion of the prior phase. The proposed easements are required to complete Phase 2. Mr. Manfred Wong of the DPW advises that in order to complete the entire Project by the January 1996 deadline, the second phase must be completed by September of 1994. The City would pay Honeywell, Inc. and National Industrial City for temporary construction easement rights from June 1, 1993 through December 31, 1994.
- Size of Easements:** Easement 1 - 1,168 square feet
Easement 2 - 2,912 square feet

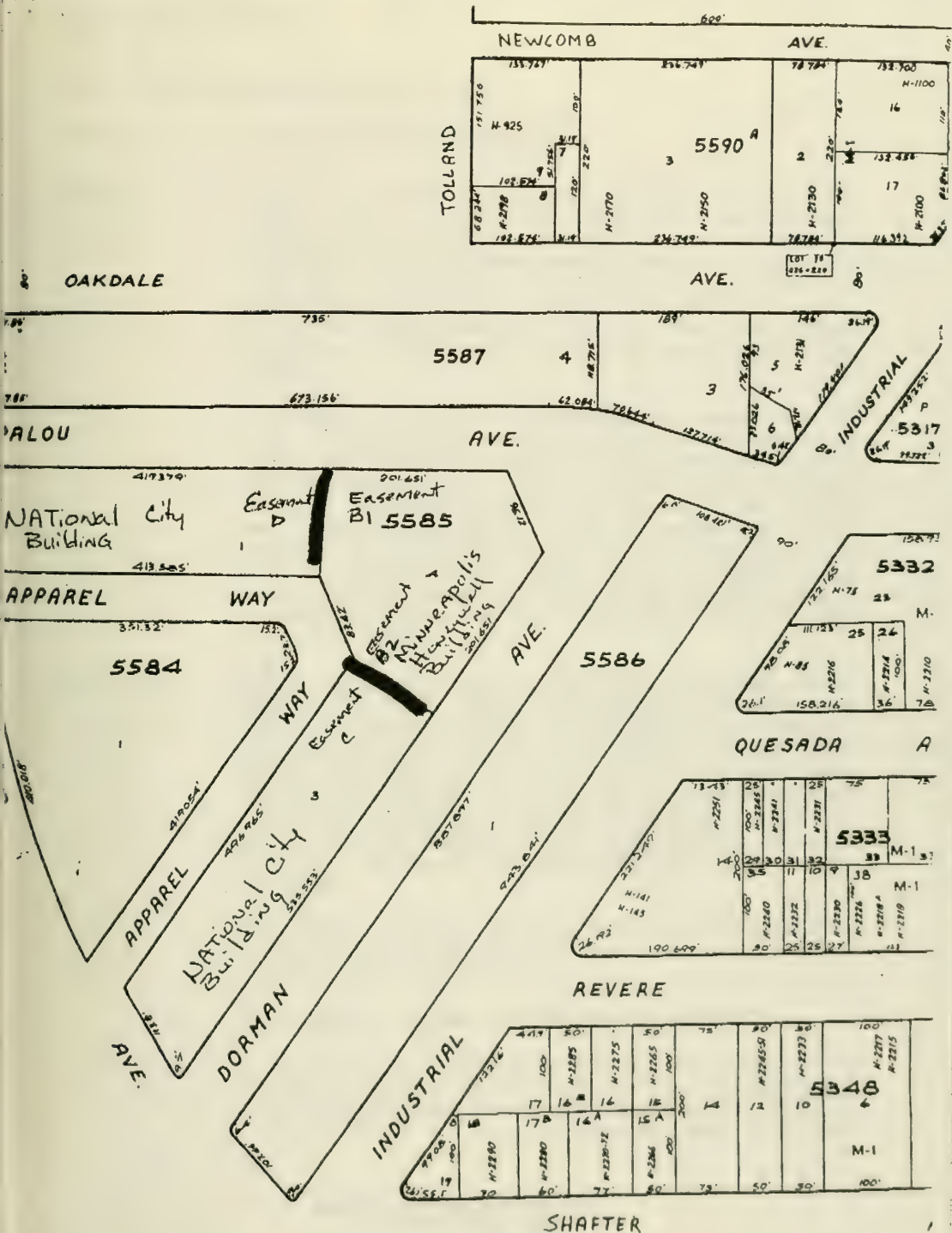
Easement Rights

Purchase Price: \$5,542 to Honeywell, Inc. for Easement 1
\$13,458 to National Industrial City for Easement 2

Comments: 1. The Real Estate Department advises that the easement rights purchase prices of \$5,542 for Easement 1 and \$13,458 for Easement 2 have been determined to be fair and reasonable.

2. The Department of City Planning reports that the proposed acquisition of these two temporary construction easements is in conformity with the Master Plan and is consistent with the Eight Priority Policies of City Planning Code Section 101.1.

Recommendation: Approve the proposed resolution.



Items 5 and 6 - Files 118-93-3 and 127-93-4

Department: Department of Public Health (DPH),
Bureau of Environmental Health

Items: Item 5 File 118-93-3 is a proposed ordinance amending the Health Code by amending Sections 258, 291.7, and 451 and adding Section 294 to (1) impose a permit requirement and fee for operation of a Solid Waste Transfer Station, (2) incorporate by reference Section 40200 of the California Public Resources Code, (3) change the fees for refuse collection liens and tattoo parlors, (4) change the definition of special events, and (5) adopt a definition of school food concessions for purposes of issuing permits.

Item 6 File 127-93-4 is a proposed ordinance amending Part III of the Municipal Code (Revenue and Finance) by amending Sections 35, 120, 122, 221, 248, 249.1, 249.3, 249.5, 249.6, 249.7, 249.9 and 249.11 through 249.14, and adding Sections 249.2 and 249.15 to (1) change the filing and license fees for various Department of Public Health services, (2) require a license for operation of a Solid Waste Transfer Station, (3) incorporate by reference Sections 40191, 40194, 40195, and 40200 of the California Public Resources Code, (4) define those school food concession operations that require a license fee, and (5) make technical corrections.

Description: Sections 35, 120, 122, 221, 248, 249.1, 249.3, 249.5, 249.6, 249.7, 249.9, 249.11, 249.12, 249.13, and 249.14 of the Municipal Code (Revenue and Finance) outline license, filing and permit fees for various Department of Public Health services (File 127-93-4). Additionally, Sections 258 and 291.7 of the Municipal Code (Health Code) outline a license fee and an administrative fee respectively, for services provided by DPH (File 118-93-3). Under the proposed two ordinances, all of these Sections would be amended to increase the current fee schedules as shown on the Attachment.

The proposed ordinance (File 127-93-4) would also amend the Municipal Code (Revenue and Finance) to add two new Sections to create new fees as follows:

Municipal Code - Revenue and Finance (File 127-93-4)

1. Section 249.2 would define School Food Concessions as "Every person, firm or corporation engaged in the business of selling, preparing or distributing food within school facilities that requires a Permit to Operate from the Health

Department " and would require such Concessions to pay an annual license fee of \$186.

2. Section 249.15 would provide that "Every person, firm or corporation operating a Solid Waste Transfer or Processing Station within the City and County of San Francisco shall pay to the Tax Collector an annual license fee beginning July 1, 1992 and each year thereafter on July 1 as follows":

- (1) Large Quantity Transfer Station
(solid waste facility which handles
in excess of 250,000 tons of waste per year) \$30,000
- (2) Medium Quantity Transfer Station
(solid waste facility which handles
between 10,000 and 249,999 tons of
waste per year) \$10,000
- (3) Small Quantity Transfer Station
(solid waste facility which handles
less than 10,000 tons of waste per year) \$1,000

Section 249.15 would also provide that for purposes of Section 35 noted above, as well as for this Section, the terms "Transfer or Processing Station", "Transportation", "solid waste", "solid waste facility" and "handling" would be defined as set forth in Sections 40191, 40194, 40195, and 40200 of the California Public Resources Code.

The DPH estimates that the increases to existing fees, most of which result in a 4.5 percent increase, under the two proposed ordinances (Files 127-93-4 and 118-93-3), together with the proposed new fees (File 127-93-4), will generate an additional \$307,083 in annual revenue (See Attachment).

The proposed ordinance (File 118-93-3) would (1) add a new Section 294, which would impose a permit requirement and fee for the operation of a Solid Waste Transfer Station and (2) amend Section 451 as follows:

1. To define "School Food Concessions" as any food preparation, food service or food products intended for consumption by students attending or participating in activities within a school facility.
2. To define "Special events" as any organized collection of food purveyors operating individually or as a group from within temporary facilities for a maximum of 25 days instead of 21 days within a 90 day period upon private or public property.

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Comments:

1. The DPH advises that the proposed fee increases and new fees are required in order for the DPH to fully cover the costs of providing inspection and administrative services required to regulate types of businesses listed on the Attachment to this report. The DPH's estimated revenue for existing fees for 1992-93 is \$3,957,036. As noted above, the DPH projects that the proposed fee schedule will generate an additional \$307,083 in revenue annually and estimates that in fiscal year 1993-94, including increases in the existing fees and the addition of new fees, a total of \$4,264,119 will be collected. The DPH reports that the annual costs to provide inspection and administrative services is approximately \$4,264,000.

2. Mr. Larry Meredith of the DPH reports that School Food Concessions are currently licensed under the Food Production and Marketing category and are charged a fee of \$326. Mr. Meredith advises that the DPH proposes creating a separate category with a fee of \$186 for School Food Concessions (new Section 249.2) that more closely reflects the actual cost to provide inspection services for School Food Concessions. Mr. Meredith notes that under the \$326 fee charge, compliance with the payment of the fee was relatively low. The DPH anticipates a considerably higher compliance rate based on the new rate of \$186. However, the projected additional revenue is estimated at only \$400 because the increase in the rate of compliance will be offset by the reduction in the fee charged from \$326 to \$186.

3. Regarding the proposed new fees under the new Section 249.15. the DPH reports that the large, medium and small quantity transfer stations (solid waste facilities) upon which the DPH is proposing to charge fees, would include garbage and recycling companies, which have residual wastes.

Recommendation: Approval of the proposed ordinances is a policy matter for the Board of Supervisors.

PROPOSED FEE REVISIONS

<u>Fee category</u>	<u>Inventory</u>	<u>Current Fee</u>	<u>4.5% Increase</u>	<u>\$ Increase</u>	<u>New Revenues</u>
Food Prod & Marketing	1,189	326	341	\$15	\$17,835
FP&M (-\$900)	181	46	48	2	362
Food Prep & Service	4,688	488	510	22	103,136
Boarding House	8	118	123	5	40
School Food	50		186**		400
Concession					
FP&S (Stadium)	27	357	373	16	432
Salvage Dealer	1	348	364	16	16
Vending Machine Co.	36	60	63	3	108
Vending Machines	1,052	3	4*	1	1,052
Application Fee	1,116	159	166	7	17,812
Laundry, Hand	25	47	49	2	50
Laundry, Wash	51	100	105	5	255
Laundry, Automatic	300	15	16	1	300
Auto Laundry	8,763	4	5	1	14,963
Machines					
Swimming Pls (Yr Rd)	126	233	243	10	1,260
Swimming Pls (6 mo)	11	200	209	9	99
Fumigation Co.	7	20	21	1	7
Pet Shop	11	103	108	5	55
Stables	1	125	131	6	6
Kenel	1	124	130	6	6
Pet Hospital	20	103	108	5	100
Wells, Monitoring	227	40	42	2	454
Back Flow Dev. Test	65	75	78	3	195
Decals	1,816	5	10*	5	5,580
Garbage Vehicles	144	2,175	2,273	98	14,112
Tatoo Parlors	7	36	100	64	448
Transfer Station (Lrg)	1	--	30,000**	--	30,000
Transfer Station (Med)	2	--	10,000**	--	30,000
Transfer Station (Small)	2	--	1,000**	--	2,000
Monito'g Wells (App)		58/Hr	85/Hr*		28,000
Plan Checking		58/Hr	85/Hr*		38,000
Total Additional Revenues					307,083
*Not 4.5% **New Fee					

Item 7 - File 170-93-6

Department: Department of Public Works

Item: Resolution determining and declaring that the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following Municipal Improvements, to wit: acquisition, construction or reconstruction of certain improvements to streets, sidewalks, street lighting and utilities, including street and sidewalk improvements, traffic safety improvements, street lighting improvements, and improvements for the undergrounding of certain utilities, that the estimated cost of \$73 million for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of City and County of San Francisco and will require the incurring of a bonded indebtedness.

Amount: \$73 million

Description: According to the Department of Public Works, since the passage of Proposition 13 in 1978 and the resulting constraints on public spending, San Francisco's street system has been inadequately maintained. Repairs and improvements to the City's roadways, sidewalk areas, street lighting, and utility undergrounding program have been severely underfunded. Deferring maintenance, especially to roadways, only increases the repair costs when they are performed. Postponing safety improvements to hazardous traffic conditions will continue to expose the City to personal injury claims.

The City now maintains 850 miles of city streets, covering approximately 195,000,000 square feet of pavement. The proposed bond issue would fund the following projects:

Street Rehabilitation **\$40.0 million**

The Pavement Management System has identified approximately 3,600 street blocks in need of renovation, at an estimated cost of \$80.5 million. Funds from the bond Issue will reduce the backlog by approximately 50 percent.

The proposed resurfacing treatments for asphalt-concrete streets will be either "mill and fill" (the deteriorated asphalt concrete surface is ground off and a new layer is constructed) or overlay (a new

layer of asphalt concrete is placed over the existing surface). Defective concrete streets shall be removed and replaced. Attachment 1 lists the streets scheduled for rehabilitation utilizing the proposed bond funding. Other streets may be rehabilitated as they are identified during the life of the bond issue.

Street Structures Improvements

\$5.0 million

This project involves performing deferred maintenance, seismic reinforcement and other related improvements on the City's bridges, pedestrian overpasses and viaducts. Structural maintenance work would include: repairing concrete; repairing or replacing metal components; rebuilding damaged construction joints; and reconstructing settled stairway landings that are unsafe for pedestrians. Seismic reinforcement would include work on street structures to meet current safety standards.

The City also owns property which is located adjacent to public roadways throughout the City. At numerous locations, the City property is on a hillside or steep slope which has experienced movement or slides in the past, creating an unsafe condition for pedestrians and vehicular traffic. Remedial work necessary would include investigations, providing recommendations and, in some cases, following up with design and construction of retaining structures.

Public Property Sidewalk Reconstruction

0.75 million

The Public Works Code places the responsibility for sidewalk construction and maintenance on the adjacent property owner. Thus, sidewalks fronting private properties are the responsibility of the private property owner, and sidewalks fronting City-owned properties are the responsibility of the City.

Curbs and sidewalks fronting City-owned properties such as office buildings, health centers, libraries, and parks are the responsibility of the City. The Department of Public Works has identified 160,000 square feet of defective sidewalks and over 2,000 linear feet of curb that must be replaced.

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These locations have a potential for "trip and fall" accidents, exposing the City to personal injury claims. The proposed bond funding would allow for correction of damaged sidewalks and curbs under the City's jurisdiction.

**Revolving Fund for Private Property Sidewalk
Reconstruction**

\$1.75 million

As previously noted, a private property owner is responsible for replacing or reconstructing defective sidewalks fronting their property. There are many locations in the City where the owner has refused or is unable to make repairs. In these situations, the City can reconstruct the sidewalks using funds in a revolving fund. The cost of such work is then billed to the property owner. If payment is not received from the property owner, the cost of the sidewalk repairs then becomes a tax lien against the property.

The existing revolving fund has been depleted. There is, however, a backlog of 2,500 defective sidewalk areas with an estimated replacement cost of \$2,000,000. \$1.75 million of the proposed bond issue would be deposited in the revolving fund for reconstruction of sidewalks fronting on private property.

**Sidewalk Replacement and Maintenance of
City Street Trees**

3.0 million

The City owns and maintains approximately 20,000 street trees located throughout the City, with the majority planted in sidewalk areas. As trees mature, the roots sometimes break or lift the sidewalk. This displacement creates unsafe conditions for which the City may be liable. The City has identified approximately 300 sites where sidewalk displacement exists and requires correction.

The City also maintains approximately 1,500 street trees that are lost due to frost, natural decline or vandalism. If not replanted with a new tree, the vacant tree basin poses an unsafe condition for pedestrians. The proposed bond issue would fund tree replacements at these 1,500 locations. Irrigation will be improved as required to promote

deep rooting, thereby reducing both premature tree decline and pavement damage.

Sidewalk Curb Ramp Construction

\$5.0 million

In 1972, the State Legislature passed Section 19956.5 of the State Health and Safety Code, which requires that all curbs and sidewalks constructed for public use be accessible to the physically challenged communities. In 1982, to comply with these State Health and Safety Code requirements, the State developed Title 24 requiring that all city agencies and private contractors doing work adjacent to sidewalk curb returns must construct curb ramps according to Title 24 standards.

In January 1992, the Congress of the United States passed the Americans with Disabilities Act (ADA). This Act states that all municipalities must install curb ramps at all angular corners that would provide a clear path of travel for the disabled on all public sidewalks within the next three (3) years.

The proposed bond issue would provide funding for approximately 4,100 curb ramp installations throughout the City. The City receives a large amount of Federal and State funds annually for roadway and sidewalk reconstruction. Noncompliance with the ADA requirements could result in a loss or reduction of these funds from the Federal and State agencies.

New Traffic Signal Installation

5.0 million

Each year, San Francisco receives numerous requests for the installation of signals. Each request is evaluated to determine whether it meets the established criteria for the need for new signals. Those locations meeting the criteria are placed on a priority list. As funding becomes available, new signals are installed.

The DPW has compiled a list of 116 locations which are candidates for signals. Many of them are intersections on major streets currently having four-way stop sign controls. Installing signals at these locations would reduce vehicular delay and stops. The list of candidate locations are given in Attachment 2. Signals may be installed at other

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locations which may be identified during the life of the bond issue.

Signal Visibility Improvements

\$3.0 million

Some traffic signal equipment does not meet current Federal Highway Administration standards for signal visibility. One corrective measure is to add an additional traffic signal light head (the head contains the actual signal lights) high over the roadway mounted on an arm protruding from a new, stronger signal pole. The additional heads are larger than the typical signal heads and thus also require upgrading of the existing wiring. Signal visibility is greatly improved because the larger, higher traffic signal lights heads tend not to be obscured by trucks in adjacent traffic lanes or by sidewalk trees.

The proposed bond funds would be used to upgrade signal visibility on all approaches at some of the intersections along the streets listed in Attachment 3. These improvements will bring the signal equipment into conformity with Federal Highway Administration standards.

Traffic Safety Projects

3.0 million

Approximately \$3 million of the proposed bond issue would be allocated for numerous traffic safety improvement projects throughout the City. In the past, these projects have been included in the Capital Improvement Program for gas tax funding; however, due to a shortage of gas tax funds, these projects were never approved and funded. A description of each of the proposed traffic safety projects is detailed in Attachment 4.

Street Lighting Projects

5.0 million

The City owns approximately 20,000 streetlights. The Bureau of Light, Heat and Power is primarily responsible for the maintenance of street lighting facilities. In many cases, replacing inefficient incandescent street lamps with newer, more energy-efficient units can triple the illumination with half the energy consumption.

Four street lighting projects have been included for funding by the proposed bond issue. Details of these four projects are included in Attachment 5.

Undergrounding District Program

\$1.5 million

Since 1899, San Francisco has had an Underground District Program which requires the undergrounding of existing overhead facilities on the City streets. Underground districts are established by individual ordinances. Utility companies (i.e., P.G.&E. and Pacific Bell) cover the cost of undergrounding their utilities, while the City is responsible for the provision of a street lighting system.

Traditional sources of funding for the undergrounding of street lighting--the City's General Fund and Gas Tax/Road Fund--have become highly competitive resources.

The City has made the case that since removing unsightly wires and poles in a neighborhood may enhance views and increase property values, a portion of the costs should be borne by the property owners through the creation of assessment districts. As a result, the Board of Supervisors passed a resolution, in 1988, encouraging DPW to pursue underground utility assessment districts. DPW has estimated that the costs to property owners are approximately \$1,500 for street lighting, plus approximately \$1,000 to \$1,500 per single family dwelling to rewire home connections to accept underground wiring. Costs associated with additional code upgrading that may be required in this process would be borne by the property owner as well.

DPW estimates that full recovery of costs through assessments takes five to seven years. Therefore, a revolving fund needs to be established to cover the City's up-front costs of undergrounding street lights. These costs then would be reimbursed by the assessed property owners. Such an approach would cut costs to individual property owners by approximately 50 percent when compared to alternative funding mechanisms such as the sale of bonds for individual districts.

There are a number of city neighborhoods which have filed petitions for underground districts. New petitions continue to be submitted. The following areas are likely candidates for this program:

<u>District No.</u>	<u>Area</u>
311	Corbett Avenue
312	Funston Avenue
569	Lansdale Avenue
672	Taylor Street
325	Francisco Bay Park Area
182	16th Street
282	Cortland Avenue
783	Filbert Street
785	25th Street

Therefore, DPW proposes setting aside \$1.5 million for the Special Assessment District Program revolving fund. DPW will use these funds as seed money and restore the fund through special assessments on the individual property owners.

Total Proposed Bond Issue **\$73.0 million**

If approved by the Board of Supervisors, the proposed General Obligation bond issue would be placed on the ballot of the November, 1993 election. Adoption of this resolution is required prior to passage of any legislation submitting a bond issue to the voters of San Francisco.

Comments:

1. The Controller's Office anticipates that the sale of the proposed bonds would result in an impact on the tax rate for 1993-94 of approximately \$0.011 per \$100 of assessed value. At this rate, the owner of a house assessed at \$250,000 would pay \$26.73 in additional property taxes in 1993-94.
2. The City and County of San Francisco does not have a separate procedure for the issuance of General Obligation bonds. Rather, the City adopts the general law of the State of California. The State General Obligation Bond Law requires a resolution of public convenience and necessity be adopted by a two-thirds vote of the Board of Supervisors. If the proposed resolution is approved by a two-thirds vote of the Board of Supervisors, the City Attorney's Office will prepare an ordinance to submit the proposed \$73 million bond issue to the voters.

Memo to Budget Committee
June 2, 1993

3. The Capital Improvements Advisory Committee (CIAC) recommends that the proposed bond issue be placed on the November 1993 ballot.

Recommendations: Approval of the proposed bond issue is a policy matter for the Board of Supervisors.

Concrete Streets**STREET REHABILITATION**

25th Street from Guerrero to Dolores Streets
 Arch Street from Shields to Garfield Streets
 Bridge View Drive from Topeka to Thornton Avenues
 Broadway from Scott to Divisadero Streets
 Carolina Street from 19th to 20th Streets
 Carolina Street from 20th Street to Southern Heights Avenue
 Castro Street from Elizabeth to 24th Streets
 Castro Street from 17th to 30th Streets (also MF)
 Collingwood Street from 19th to 20th Streets
 Custer Avenue from Rankin to Third Streets
 Josiah Avenue from Lakeview Avenue to Summit Street
 Maddux Avenue from Quint Street to Thomas Avenue
 Maddux Avenue from Robblee Avenue to Quint Street
 Ramsell Street from Shields to Garfield Streets
 Shotwell Street from Mirabel Avenue/Montezuma, Aztec, and Stoneman Streets
 Thomas Avenue from Quint Street to Robblee Avenue
 Thomas Avenue from Robblee Avenue to Silver Avenue
 Ward Street from Girard to Goettingen Streets
 Warren Drive from Locksley Avenue to Devonshire Way

Asphalt Streets

1st Street (ALL) from Fremont Street to the Embarcadero
 4th Street (ALL) from Market to 3rd Streets
 18th Street from Mission to Diamond Streets
 19th Street from Illinois to Utah Streets
 20th Street from Potrero Avenue to Douglas Street
 24th Street from Church Street to Hoffman Avenue
 25th Street from Dolores to Fountain Streets
 26th Street from Hampshire to Dolores Streets
 3rd Avenue from Geary Boulevard to Fulton Street
 46th Avenue from Lincoln Way to Sloat Boulevard
 Bartlett Street from 21st to Army Streets
 Cabrillo Street from Arguello Boulevard to Great Highway
 Castro Street from Market to 30th Streets
 Fillmore Street from Geary Boulevard to Vallejo Streets
 Jones Street from Lombard to Jefferson Streets
 Lakeview Avenue from Lee Avenue to West End
 Leavenworth Street from Broadway to North Point Streets
 Lower Great Highway from Lincoln Way to Sloat Boulevard
 McAllister Street from Franklin Street to Central Avenue
 Mission Street from Army Street to County Line
 Pacific Street from Powell Street to Van Ness Avenue
 Randolph Street from Orizaba to 19th Avenues
 Silver Avenue from Mission Street to San Bruno Avenue
 Taraval Street from 15th Avenue to Great Highway
 Twin Peaks Boulevard from Clarendon Avenue to Burnett Avenue

10th Avenue & Balboa Street
 14th & Noe Streets
 14th & Sanchez Streets
 14th & West Portal Avenues
 15th & Dolores Streets
 15th & West Portal Avenues
 15th Avenue & Balboa Street
 17th Avenue & Balboa Street
 18th & Noe Streets
 18th & Sanchez Streets
 18th Avenue & Fulton Street
 18th Avenue & Judah Street
 19th & Castro Streets
 19th Avenue & Balboa Street
 20th & Castro Streets
 20th Avenue & Irving Street
 20th Avenue & Winston Drive
 21st & Dolores Streets
 21st Avenue & Balboa Street
 22nd & Church Streets
 23rd & Bryant Streets
 24th & Church Streets
 24th & Noe Streets
 25th & Bryant Streets
 25th & Dolores Streets
 25th & Folsom Streets
 25th & Harrison Streets
 26th & Church Streets
 30th & Dolores Streets
 37th Avenue & Fulton Street
 41st Avenue & Lincoln Way
 45th Avenue & Lincoln Way
 4th & Parnassus Avenues
 4th Avenue & Balboa Street
 4th Avenue & California Street
 6th Avenue & Judah Street
 7th Street North & McAllister Street
 8th Avenue & Balboa Street
 Alabama & Army Streets
 Alemany Boulevard & Arch Street
 Alemany Boulevard & Mt. Vernon Avenue
 Baker Street & Golden Gate Avenue
 Bosworth & Elk Streets
 Bosworth Street & Lippard Avenue
 Broad Street & San Jose Avenue
 Broadway & Front Streets
 Broadway & Laguna Streets
 Broderick Street & Golden Gate Avenue
 California & Locust Streets
 Castro & Clipper Streets

Chestnut & Gough Streets
 Chestnut & Laguna Streets
 Church & Clipper Streets
 Claremont Boulevard & Portola Drive
 Clay & Powell Streets
 Clayton & Haight Streets
 Central & Golden Gate Avenues
 Central Avenue & Haight Street
 Cerritos, Ocean Avenues, & Westgate Drive
 Cayuga & Geneva Avenues
 Filbert & Fillmore Streets
 Filbert & Gough Streets
 Fillmore & Greenwich Streets
 Fulton & Larkin Streets
 Fulton & Scott Streets
 Fulton & Steiner Streets
 Funston Avenue & Lincoln Way
 Gilman Avenue & Ingalls Street
 Gilman Avenue & Jennings Street
 Golden Gate & Lyon Streets
 Gough, Otis & McCoppin Streets
 Gough & Green Streets
 Gough & Greenwich Streets
 Gough & Vallejo Streets
 Green & Polk Streets
 Grove & Webster Streets
 Haight & Scott Streets
 Haight & Webster Streets
 Harrison & Hawthorne Streets
 Highland Avenue & Mission Street
 Higuera Avenue & Lake Merced Boulevard
 Howard & Spear Streets
 Hyde & Lombard Streets
 Jamestown Avenue & Jennings Street
 Kezar Drive & Waller Street
 Laguna & McAllister Streets
 Laguna & Union Streets
 Laguna Honda Boulevard & Ulloa Street
 Larkin Street & Pacific Avenue
 Lombard & Sansome Streets
 Market & Spear Streets
 Merrill Street & Silver Avenue
 Monterey Boulevard & Plymouth Street
 Ocean Avenue & San Fernando Way
 Ortega Street & Sunset Boulevard
 Polk & Vallejo Streets
 Powell & Sacramento Streets
 San Bruno Avenue & Silliman Street
 Vicente Street & West Portal Avenue

SIGNAL VISIBILITY IMPROVEMENTS

Alemaný Boulevard
Bay Street
Brannan Street
Bush Street
California Street
Feli Street
Folsom Street
Franklin Street
Fulton Street
Geary Boulevard
Geneva Avenue
Golden Gate Avenue
Gough Street
Guerrero Street
Howard Street
Lincoln Way
Masonic Avenue
Mission Street
Oak Street
Ocean Avenue
Pine Street
South Van Ness Avenue
Third Street
Turk Street
Twenty-fifth Street
Valencia Street

a. Great Highway between Fulton Street and Point Lobos Avenue

This portion of Great Highway is currently a wide expanse of paving containing both moving traffic lanes and parking areas. There is no separation of the opposing traffic lanes from each other or from the parking area except by painted lines. As a result, vehicles can enter or leave the parking area at any point, often resulting in a collision with vehicles in the through lanes.

Proposal: Construct median islands between the opposing lanes of travel, and islands between the parking area and the through traffic lanes. Channelize and install traffic signals at the intersection of Great Highway and Balboa Streets.

This proposed treatment north of Fulton Street would be similar to treatment now underway on the Great Highway between Fulton Street and Lincoln Way.

b. 3rd Street, Arthur Avenue and Cargo Way Rechannelization

Proposal: Narrow the sidewalks of 3rd Street north of the intersection to provide a second left turn lane for southbound traffic on 3rd Street. This left turn is used heavily by trucks accessing Piers 94 and 96. Vehicles waiting to make their left turn often completely fill the existing single turn lane and back up into through traffic lanes.

c. 3rd Street between Jamestown and Meade Avenues

Third Street in this area was originally constructed as a six-lane divided roadway. Subsequent freeway ramp construction resulted in the elimination of most southbound traffic. Northbound traffic proceeds downhill in lanes with a slight curve to the left.

There have been instances of downhill traffic going out-of-control and leaving the roadway and colliding with a wall at the edge of a school playground.

Proposal: Realign the northbound roadway by eliminating a southbound lane and shifting the center island westerly.

d. 25th Avenue and Lincoln Way Rechannelization

Lincoln Way is a four-lane divided roadway along the south edge of Golden Gate Park. The signalized intersection of 25th Avenue and Lincoln Way is one of the few entrances to the park, resulting in a large left turn movement which now occurs from the through lane.

Proposal: Eliminate parking on the park side and relocate the median so as to provide room for a separate left turn lane.

e. Evans Avenue at the Main Post Office

The City's main Post Office extends for several blocks along the north side of Evans Avenue in the India Basin Industrial area. There is a hump in the Evans Avenue roadway slightly east of the main driveway entrance to the Post Office. This hump is just high enough to hide an oncoming vehicle from the view of a motorist turning left into the Post Office parking area.

Proposal: Eliminate this sight distance restriction by lowering the westbound roadway.

f. Sloat Boulevard and Crestlake Drive Rechannelization

Sloat Boulevard is a major six-lane divided arterial in the southwest portion of the City and is also part of State Highway Route 35. Crestlake Drive intersects Sloat Boulevard at a very flat angle and then more or less parallels Sloat Boulevard for about ten blocks. Crestlake Drive is a narrow residential street.

Some motorists have adopted the habit of using Crestlake Drive as a short cut and, because of the flat angle of intersection of the two streets, were turning from Sloat Boulevard into Crestlake Drive at a high speed. These high speed motorists alarmed the residents who were concerned for the safety of their children as well as themselves when backing out of their garages.

After meeting with the residents, a plan was devised that would block the entrance to Crestlake Drive but still allow an exit from Crestlake Drive to Sloat Boulevard. Temporary barricades were installed to implement this plan. After the barricades were in place for some time, a questionnaire of the affected residents indicated the majority favored that this treatment be made permanent.

Proposal: Rechannelize the intersection to make the temporary treatment permanent. The proposal will include landscaping to serve as a view block to prevent motorists traveling west on Sloat Boulevard from inadvertently turning into what might otherwise appear to be an open intersecting street.

g. Precita Avenue between Mission and Coso Streets

Precita Avenue is a narrow residential street on the northern side of Bernal Heights. Because of the hilly terrain and the unusual street pattern, the last block connecting to Mission Street serves as the major entrance/exit to a sizable residential area on the northwest slope of Bernal Heights. The street is only 30 feet wide and must serve two-way traffic.

Proposal: Narrow the sidewalks from 15 feet to 10 feet on the short block between Mission and Coso Streets so as to provide sufficient lane widths for two-way traffic and thus eliminate the potential for head-on or sideswipe accidents.

h. 30th Street, Eugenia Avenue and Mission Street Rechannelization

Thirtieth Street intersects Mission Street at an unusual angle, making it difficult for Muni buses to make the right turn from 30th Street into Mission Street.

Proposal: Acquire a small portion of the adjacent commercial property (service station) to allow the cutback of the southwest corner. Relocate utilities on this corner as required.

i. Alemany Boulevard and Geneva Avenue Rechannelization

This intersection of two major arterials in the southern part of the City is often the scene of severe congestion due to the heavy demand for left turns from Geneva Avenue to Alemany Boulevard. Currently these left turns block the through traffic as there are no separate areas in which the turning vehicles may wait.

Proposal: Relocate the center islands on Geneva Avenue to provide separate left turn lanes, and make related traffic signal changes.

j. 23rd Street and Potrero Avenue Rechannelization

Twenty-Third Street has a jog where it crosses Potrero Avenue, intersecting at two "Tee" intersections offset from each other about 50 feet. The offset results in an unusual signalized intersection which is misunderstood by many motorists, especially those turning right from 23rd Street. This condition results in safety problems for pedestrians crossing Potrero Avenue at this busy intersection at the southwest corner of San Francisco General Hospital.

Proposal: Acquire property at the southwest corner (private) and the northeast corner (S.F. General landscape area) to permit the compressing of the intersection area.

k. California Street between 6th and 7th Avenues

Cornwall Avenue intersects California Street to form a large street area used for parking and as a terminal by one of Muni's bus lines. The area used by Muni is not large enough for buses, which then partially block the right hand through traffic lane for eastbound California Street traffic.

Proposal: Rechannelize the area to prevent Muni buses from blocking the traffic lane while they layover awaiting the start of their next run.

l. Alemany Boulevard, Brotherhood Way, Orizaba Avenue and Sagamore Street Rechannelization

This intersection of four streets is large in area and confusing in layout. Pedestrian paths are also not clearly delineated. Access to the Oceanview-Merced Heights-Ingleside area via Orizaba is currently not possible via eastbound Sagamore because of the intersection channelization. Thus, the only current access point to the neighborhood from the south is via Capitol Avenue. Because of the current geometry, speeding from westbound Sagamore Street onto Brotherhood Way is also a persistent neighborhood concern.

Proposal: Rechannelize and signalize the intersection to reduce the intersection area to more clearly define vehicular and pedestrian movements, as well as provide access to the neighborhood from Sagamore Street via Orizaba Avenue.

m. Burnett Avenue, Clipper Street and Portola Avenue Rechannelization

Proposal: Rechannelize this heavily traveled intersection as follows:

1. Make the signalization fully traffic actuated.
2. Make the left turn movement - westbound Portola to southbound Clipper - a separate signal phase.
3. Move the eastbound Portola lanes south in the existing roadway. This makes it possible to have double left turn lanes for the movement in item #2.
4. Place the right turn movement - eastbound Portola to southbound Clipper-under signal control instead of the existing STOP sign control. This can GO with Portola through and stop during item #2 turn green.

5. For movement eastbound Portola to northbound Burnett, replace the existing loop roadway in the southeast quadrant with a median left turn lane in Portola. Signalize this left turn movement, GO with item #2 green.
6. Rebuild the existing loop roadway to accommodate movement directly from northbound Diamond Heights to eastbound Portola, thus bypassing the Burnett/Clipper/Portola intersection.
7. Investigate the possibility of placing the Clipper/Diamond Heights intersection under signal control coordinated with the Burnett/Clipper/Portola signal.

n. 3rd, Mendell and Palou Streets Rechannelization

Proposal: Close the Mendell leg to reduce the complexity of the intersection by constructing curbs and landscape areas. Mendell has been temporarily closed with concrete barriers for several years. This proposal would make the closing permanent.

o. Intersection of Junipero Serra Boulevard/Ocean Avenue/Eucalyptus Drive

This intersection is presently operating in a fixed time mode, an inefficient operation at this intersection. There is also confusion as to the right-of-way when eastbound Ocean moves with westbound Ocean and Eucalyptus motorists. Due to the high number of possible maneuvers available to motorists at this intersection, there is much concern for pedestrian safety.

Proposal: Upgrade the traffic signals at this intersection, including installing mastarms for Junipero Serra approaches and installing pedestrian signals across all crosswalks. Convert the existing fixed time mode operation to a semi-actuated operation. Convert pedestrian movements to a push-button actuated operation. Convert the existing phasing so as to have Ocean Avenue motorists move exclusive to Eucalyptus traffic. This will require the Eucalyptus and eastbound Ocean approaches to be fully controlled by traffic signals. Display a flashing a red signal indication at all times to motorists on the Service Road North along with an actuated flashing red signal indication displayed to motorists on the Service Road South and improve street lighting.

p. Monterey Boulevard between Westgate and Northgate Drives

Citizens have complained of vehicles leaving the roadway as they round a turn at this location. The proposed project will increase the roadway superelevation to improve conditions. The proposal is to reconstruct the pavement of the eastbound roadway from Westgate Drive to a point approximately 425 feet easterly to improve traffic safety.

q. Fulton Street Between Arguello Boulevard and Stanyan Street

Fulton Street, in the eastbound direction, consists of a 9-foot traffic lane and a 15-foot 4-inch curb lane which accommodates moving traffic and parking. The curb lane is significantly substandard in width, which results in frequently repeated parked car accidents and sideswipes type accidents; since vehicles in this lane often straddle the lane line. This problem is exacerbated by the presence of the No. 5 and No. 21 Muni bus lines which traverse this roadway. The proposal is to narrow the south sidewalk by 2 feet, leaving an 8-foot sidewalk, to create a wider curb lane.

r. Various locations--safety improvements

Each year, the Division of Traffic Engineering prepares a report on high accident intersections which may be experiencing safety problems. These intersections are studied for possible safety improvements. These improvements may include inexpensive changes in signal timing or phasing or in signing. In some cases, new signal heads, mast arm signals minor channelization changes, or stripping changes may be desirable to improve safety.

Proposal: This item will set aside \$150,000 of the \$3 million allocated for safety projects (5%) for particular safety improvements identified in the annual high accident study.

a. Junipero Serra Boulevard, Ocean Avenue to 19th Avenue and Stonestown Area

The old high voltage series street-lighting systems, such as the one in this area, are prone to failure, utilize low efficiency lighting equipment and usually do not meet contemporary lighting standards. Project cost estimates \$1.5 million.

Proposal: Replacement with new poles, conduits and wires will reduce maintenance and operation costs.

b. Alemany Boulevard

The old series street lighting system on Alemany Boulevard is prone to failure, utilizes low efficiency lighting equipment and does not meet contemporary lighting standards. The main area of concern is on Alemany Boulevard between Saint Charles and Orizaba Streets between Mission Street and Bayshore Boulevard. Project cost estimate \$1.5 Million

Proposal: Replacement with new poles, wires and conduits will reduce maintenance and operation costs.

c. Park Merced Area

Street lighting systems in the Park Merced area are connected in series, prone to failure, utilize low efficiency lighting equipment and do not meet contemporary lighting standards. The work will involve various locations in the Park Merced area plus Lake Merced Boulevard and Gellert Drive. Project cost estimate \$ 0.5 million

Proposal: Replacement with new high efficiency fixtures and wiring will reduce maintenance and operation costs.

d. Civic Center

The current street lighting system on Van Ness Avenue has been in operation since 1937, far in excess of the average life expectancy of 25-30 years for such systems. The Project cost estimate (1/3 only) is \$3.0 million.

The existing lighting system is extremely inadequate by today's standards for a wide thoroughfare. The existing lamps are inefficient incandescent lamps. Replacing them with the efficient high-pressure sodium vapor units would triple the illumination with only half of the energy consumption. The high-voltage series circuits presently utilized are old and unreliable and should be changed to the low-voltage parallel circuits. The existing pull boxes, buried under the sidewalks, are inaccessible for maintenance purpose.

The old concrete poles, utilized for both streetlight and trolley wire attachments, are in poor condition and need replacement or renovation. Finally, there are no more replacement parts for the deteriorated luminaries and the missing ornamental pole bases.

e. Various Locations

Each year we reserve numerous requests for additional street lighting. We are able to respond to complaints when one or two lights are needed. With long stretches of unlighted streets, significant funding and design effort would be required. For example, we are unable to resolve recent requests for additional lighting along John Muir Drive and Sunnydale Avenue. Project cost is \$750,000.

Item 8 - File 170-93-7

Department: Department of Public Works (DPW)

Item: Resolution determining and declaring that the public interest and necessity demand the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit: acquisition, construction or reconstruction of cultural facilities, including the construction and reconstruction of certain improvements to the existing Main Library for the purpose of relocating the Asian Art Museum to such location, the acquisition, construction, and reconstruction of certain improvements to the Steinhart Aquarium, the construction and reconstruction of certain improvements to five community cultural facilities (Mission Cultural Center, Bayview Opera House, Center for African and African-American Art and Culture - Western Addition, South of Market Cultural Center and the Art Commission Gallery), and the construction and reconstruction of certain improvements to the Exploratorium, that the estimated cost of \$94.045 million for said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require the incurring of a bonded indebtedness.

Amount: \$94.045 million

Description: The proposed bond issue in the amount of \$94.045 million would provide funds for construction and improvement projects for various cultural facilities. The main components of the project are as follows:

Asian Art Museum **\$40.0 million**

The City of San Francisco is currently constructing a new Main Public Library Building in the Civic Center. The building is scheduled to be completed in 1996. When the public library moves to this new facility, it will leave vacant the existing City-owned 1917 Beaux Arts landmark library building, one of eight architecturally significant buildings in the Civic Center. The re-use of this prominent architectural asset is a critical part of the revitalization of the San Francisco Civic Center.

The purpose of this component of the Cultural Facilities Bond Program is to provide seismic, disabled access and facility upgrading of the existing Main Library building in order to 1)

BOARD OF SUPERVISORS
BUDGET ANALYST

properly and safely house the Asian Art Museum, 2) preserve the library building, and 3) enhance the cultural vitality of the Civic Center.

Steinhart Aquarium

\$22.473 million

The Steinhart Aquarium is a two-story cast in place reinforced concrete structure built in 1923. An addition to this facility, also of cast in place reinforced concrete, was constructed in 1963. The Aquarium houses a variety of fish, amphibian, reptilian and mammalian life. It is a world-famous and highly diverse collection, containing several endangered species. The Aquarium life support system (LSS) consists of the various components necessary to provide water of required quality to support the living animals. The Fish Roundabout is also an integral part of the Aquarium.

The condition of the Steinhart Aquarium structure and the LSS have been carefully studied in several recent reports. These studies have disclosed that the Steinhart Aquarium has an essential need for the following repairs: 1) seismic strengthening, 2) asbestos removal, 3) functional improvements/renovations, 4) compliance with the Americans with Disabilities Act (ADA), and 5) program disruptions/reallocations.

Art Commission Gallery

21.677 million

The Art Commission Gallery opened in 1970. Active local artists and community members collaborated to promote the richness and diversity of work by Bay Area artists as a central part of the City's civic activities.

The Art Commission also recognized the need of local spirit and activism in shaping neighborhood economic and cultural development. The Neighborhood Arts Program was initiated to enable art to be generated spontaneously from the community. Since 1973, four cultural facilities - located in the Mission, Western Addition, South of Market, and Bayview-Hunters Point neighborhoods - have become part of the Neighborhood Arts Program. These community cultural facilities provide a place in ethnically distinct communities

where each cultural community can develop and celebrate local and historical arts and culture.

It is the Art Commission's goal that these five community cultural facilities be structurally safe, accessible and brought up to life safety and health standards to properly reflect the drive for economic and cultural development in these diverse neighborhoods.

The activities of these community cultural facilities contribute significantly to the economic vitality of the community. In a 1991 study, multi-cultural arts organizations had an economic impact of \$56 million in San Francisco. Multicultural non-profit arts organizations, such as the cultural centers, represent a wide range of artistic disciplines and diversity of activities that enrich our lives, promote cultural equity, and make a significant contribution to the vitality of our economy. Community Cultural Facilities can be attributed to an economic impact of up to \$5 million. The following is a breakdown of the proposed facility upgrade projects for each of five community cultural facilities, including the Art Commission Gallery:

Bayview Opera House (\$1,458,000)

The Bayview Opera House was built in 1988 and is the oldest theater in San Francisco. It is the only theater that survived the 1906 earthquake and fire. The facility's electrical, heating, ventilation, and plumbing systems are significantly inadequate. The building has access and exiting deficiencies, roofing decay with associated interior damage, and deteriorated flooring finishes. The theater stage lacks adequate storage space or enough area to allow productive activity. The administrative offices, located at the balcony level, are inaccessible to the disabled.

Center for African and African American Art and Culture--Western Addition (\$4,742,000)

The Center for African and African American Art and Culture, formerly the Western Addition Cultural Center, was established in 1991. It enhances, supports, and promotes art and culture from an African and African American perspective. The Center provides performance and class space

for ongoing arts and cultural programs for six resident organizations.

The building was built in 1935. The cracks in the exterior walls have caused water damage throughout the building. The deteriorated roof with leakage problems need to be replaced. The electrical, heating, ventilation, air conditioning, and plumbing provisions are deficient. The building requires insulation and rectification of deteriorated general finishes. Restroom facilities are inadequate and lack accommodations for the disabled.

Mission Cultural Center (\$9,057,000)

The Mission Cultural Center (MCC) was established in 1976 for the purpose of promoting the cultural expression of the diverse communities in the Mission District. MCC is one of the most active centers with ongoing free classes and activities for children and adults.

The MCC was built in 1948. The facility has many of the seismic weaknesses common to a structure of its age. There is risk of structural damage during a major earthquake, with probable risk to life safety. Other major deficiencies include the electrical, heating, ventilation and air conditioning systems, sound proofing, roofing, substandard flooring, fire rated separations, exiting, and building security.

South of Market Cultural Center (\$5,572,000)

The South of Market Cultural Center, also known as the Support Services for the Arts, was established in 1976. It offers direct assistance and services to community art organizations and individual artists through each of its four departments housed in the facility. They include 1) the San Francisco Costume Bank, 2) Technical Services, providing lighting, sound and stage platforms for performing arts events throughout the City, 3) Graphic Services, providing posters and graphics, and 4) the Mural Resource Center, which commissions muralists for the creation of City murals.

The facility, built in 1906, has major needs that include: 1) retrofitting of the exterior walls, 2) repair of the foundation, 3) provision of required exiting, 4) repair and replacement of windows, 5)

correction of inadequate toilet facilities, 6) correction of inadequate electrical heating and ventilation, and 7) replacement of flooring and floor finishes.

Art Commission Gallery (\$848,000)

The Art Commission Gallery, established in 1970, provides a place in Civic Center for cultural education and creative development for all ages featuring Bay Area artists in collaboration with community cultural institutions and centers.

The Art Commission Gallery was built in 1914 and is part of the historic district of the Civic Center. In a major seismic event, it is anticipated that there would be extensive structural and non-structural damage, and potential structural collapse and/or falling hazards are anticipated that would pose high life safety hazards to occupants. Areas of the building are not accessible to the disabled and heating is inefficient and inadequate.

The Exploratorium

\$9.892 million

The Exploratorium is one of the world's foremost museums of science and a renowned center for experimental education. Founded in 1969, it is dedicated to the public understanding of science, art and human perception. This year it is estimated that 660,000 persons will visit the Exploratorium to explore the 650 interactive exhibits. More than 67,000 school children will come on field trips, and 500 teachers will take part in intensive teacher education programs.

Housed in the Palace of Fine Arts, the Exploratorium leases this historic landmark from the City of San Francisco through the Recreation and Parks Department. Renovated primarily to preserve its external features in the 1960's, at that time, limited provisions were made for any substantial public use. The Exploratorium Project involves the rehabilitation of the Palace of the Fine Arts' overburdened utility system, providing for the lack of basic amenities, and bringing the facility up to current building codes, such as the ADA requirements.

Unallocated Bond Funding

\$0.003 million

In order to sell bonds in even \$5,000 increments the Capital Improvement Advisory Committee recommends that the total bond issue be rounded up to \$94.045 million

Total Proposed Bond Issue

\$94.045 million

Comments:

1. The Controller's Office anticipates that the sale of the proposed bonds would result in an impact on the tax rate for 1993-94 of approximately \$0.0141 per \$100 of assessed value. At this rate, the owner of a house assessed at \$250,000 would pay \$34.26 in additional property taxes in 1993-94. The bonds would be repaid over a 20-year period.

2. The City and County of San Francisco does not have a separate procedure for the issuance of General Obligation bonds. Rather, the City adopts the general law of the State of California. The State General Obligation Bond Law requires a resolution of public convenience and necessity be adopted by a two-thirds vote of the Board of Supervisors. If the proposed resolution is approved by a two-thirds vote of the Board of Supervisors, the City Attorney's Office will prepare an ordinance to submit the proposed \$94,045,000 bond issue to the voters.

3. The Capital Improvements Advisory Committee (CIAC) recommends that the proposed bond issue should be placed on the November, 1993 ballot.

Recommendations: Approval of the proposed bond issue is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 9 - File 285-93-1

1. The proposed resolution would urge the Mayor to urge the Public Utilities Commission to update studies necessary to support the formation of a Core Area Transit Maintenance District.

2. The proposed resolution states that a benefit analysis and a cost study were prepared in 1981 to support the formation of a core area transit maintenance district in the downtown area of San Francisco. These reports demonstrated that increased levels of public transit service to the downtown area confer a special benefit on real property within the downtown area and that the Municipal Railway operates at a substantial deficit in providing public transit services to the downtown area.

3. The downtown area studied in the 1981 reports included the area roughly bounded by Broadway and Clay Street on the North, Franklin and 12th Streets on the West, Clementina and Folsom Streets on the South and The Embarcadero on the East.

4. The December, 1981 report by Gruen and Gruen and Associates entitled Benefits of Muni to Downtown San Francisco Property Owners concluded the following:

The downtown area derives specific benefits as a result of Muni because Muni brings more employees, customers and clients into a concentrated commercial area, thus maximizing accessibility while minimizing the need for parking facilities.

The larger and more dense the cluster of commercial activities, the greater the obtainable rents for space and the higher the value of the land.

Specific benefits such as lower transportation costs for workers means employers can pay lower wages resulting in more money being available for space rent. The availability of more money for rent means higher rents are more affordable resulting in increased value of property to owners.

If the above normal Muni service (as compared to Muni service to residential areas of the City) to the downtown were eliminated, downtown workers would experience an increase in transportation costs of between \$50.4 and \$91.1 million that would require equally higher wages leaving less money available to employers for higher rents. Thus rents charged by property owners would be reduced and the value of the property would be less.

5. The October, 1981 Touche Ross and Company report entitled Transit Assessment District Cost Study concluded the following:

Property owners within the areas of San Francisco who benefit from significantly higher levels of Muni service may be assessed for the costs attributed to providing these higher levels of Muni service in accordance with the May, 1981 approval by the Board of Supervisors of legislation authorizing the establishment of special assessment districts to defray costs of certain municipal services.

Muni is operating at a deficit between the cost of providing transit services and revenues of approximately \$10.434 million per square mile of City land in the downtown area and approximately \$415,000 per square mile of City land in the residential areas. The \$10.019 million "net deficit" per square mile for the downtown area (\$10.434 million less \$415,000) multiplied by the 2.074 square miles of the downtown area results in an approximately \$20.8 million value for the downtown property owners as a result of the higher level of Muni service in the downtown area.

6. According to the City Attorney's Office, Gruen and Gruen and Associates will perform and update of their 1981 study and report at an estimated cost of \$50,000. They would perform additional work to analyze the manner in which increased Muni transit services in residential areas result in increased residential property values and would quantify those special benefits for an additional fee of \$30,000, resulting in a total estimated study cost of \$80,000. The City Attorney's Office has not obtained an estimate of the costs to update the 1981 Touche Ross and Company report but indicates that a reasonable minimum cost of such a report would be \$50,000. In addition, there would be costs for staff services of City departments including the City Attorney and the Public Utilities Commission.

Comments:

1. The Transit Impact Development Fee was established prior to considerations of a Core Area Transit Maintenance District. Ms. Julia Friedlander of the City Attorney's Office reports that the two matters were not related except for the fact that they both concern transit matters. Should a Core Area Transit Maintenance District be formed, the Transit Impact Development Fees collected from a property owner each year would be credited against the annual transit district assessment charged to the property owner.

2. Ms. Friedlander states that the United States Constitution requires that revenues from special district assessments be used only for the specific purposes of the special district. Therefore, special assessment district revenues cannot be used for General Fund purposes. However, to the extent that such special assessment district revenues could be used to supplant Muni costs currently supported by the annual General Fund contribution to Muni operations budget, the General Fund contribution to Muni could be reduced thus freeing up those monies for other General Fund purposes.

3. According to the Public Utilities Commission, the Fiscal Year 1992-93 General Fund contribution to the Muni operating budget is approximately \$102.5 million. The General Fund contribution to the Muni operating budget represents the gross deficit between the Muni operating costs and revenues. Comparable data to the gross deficit was used by Touche Ross and Company as the basis for their calculations of the value to downtown property owners resulting from the higher level of Muni service in the downtown area. By applying the 1981 formula developed by Touche Ross and Company to the 1992-93 gross deficit of \$102.5 million, the Budget Analyst estimates that the value of the higher level of Muni service in the downtown area to the downtown property owners is approximately \$54.2 million, which is the amount of revenues that might be generated by the formation of a Core Area Transit Maintenance District. This calculation uses the 1981 formula which may or may not be valid for 1992-93 but provides a general estimate of the possible value of Muni services to the downtown area.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 10 - File 27-93-5

1. This item is a hearing to consider enacting an Airport Departure Surcharge.

2. Regarding airport departure taxes, Ms. Gretchen Nicholson, Deputy City Attorney for the Airport, states that a head tax paid by passengers is not permitted under Federal law except for Federal Aviation Administration approved passenger facility charges. Revenues from passenger facility charges are restricted in use and can only be used for specifically designated airport projects. Such passenger facility charges cannot be transferred to a city's General Fund.

3. With respect to the Boston Measure, an aviation fuel sales tax, Ms. Nicholson advises that the Boston Airport (Logan Airport) situation cannot be compared to San Francisco because the Boston Airport is located within the City limits of Boston and is not operated by the City. Logan Airport is operated by a separate governmental entity called Massport. According to Ms. Nicholson, at the time that the Boston Measure was established, such a measure was specifically permitted by Massachusetts State law. However, San Francisco is not authorized under California State law to impose any sales taxes outside the City limits (San Francisco's airport is located in another county). In addition, the Federal law now requires that all aviation fuel sales tax revenues must be used for airport related purposes.

4. In a memorandum dated October 1, 1992 from Mara E. Rosales, Airports General Counsel, Ms. Rosales stated that San Francisco International Airport has received and continues to receive federal grants under the Airport and Airways Improvement Act of 1982 ("AAIA") and its predecessors. Section 511(a)(12) of the Act provides that as a condition of these grants all revenues generated by the airport, if it is a public airport, and any local taxes on aviation fuel (other than taxes in effect on December 30, 1987), will be expended for the capital or operating costs of the airport, the local airport system, or other local facilities which are owned or operated by the owner or operator of the airport and directly and substantially related to the actual air transportation of passengers or property.

5. Attachment 1 is a prior memorandum from the Budget Analyst concerning an Airport Departure Tax.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

July 20, 1992

TO: Supervisor Alioto
FROM: Budget Analyst
SUBJECT: Airport Departure Tax

Pursuant to your request, the following is a summary of the potential revenues from instituting an Airport Departure Tax and Federal restrictions on the use of these revenues.

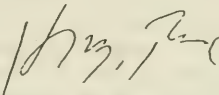
An Airport Departure Tax, also known as a Passenger Facility Charge (PFC) may be charged (\$1 to \$3 per passenger) on domestic departures provided under the Aviation Safety and Capacity Expansion Act of 1990. According to Ms. Angela Gittens of the San Francisco International Airport (SFO), the PFC cannot be assessed on passengers using frequent flier tickets, or on passengers with originating international flights, who are transferring to a domestic flight at SFO.

The Federal legislation requires that any revenues generated through a PFC must be used specifically to enhance the capacity, safety, or security of the air transportation system, promote competition, reduce noise or expand passenger facilities. In addition, airports must also meet Federal noise standards, which are less stringent than those noise standards currently imposed for SFO. This Federal legislation also requires airports to apply to the Secretary of Transportation to impose a PFC. A PFC may only be imposed if the Secretary of Transportation makes affirmative findings that the amount and duration of the proposed PFC would be necessary to fund specific PFC eligible projects. Also according to Federal legislation, none of the revenues generated from a PFC may return to the City's General Fund, but rather these revenues must be used specifically for the types of capital improvement projects which are outlined above. According to Ms. Gittens, although there are also restrictions on the transfer of revenues to the General Fund under the Airport's existing landing fee agreement, Ms. Gittens advises that Federal law requires PFC revenues to be used for specific types of Airport capital improvement projects only.

Memo Regarding Airport Departure Tax
July 20, 1992
Page 2

Ms. Gittens reports that approximately 13 million domestic departures occur annually from SFO. Therefore, the total annual revenues generated for the Airport would be approximately between \$13 million to \$39 million, depending on the charge per passenger which would be assessed (\$1 to \$3 per passenger). However, Ms. Gittens was unable to specify the number of passengers using frequent flier tickets or passengers with originating international flights. Therefore, the actual revenues generated from a PFC would be somewhat less than approximately between \$13 million to \$39 million annually.

In addition, based upon information provided by the City Attorney's Office, the Airport's current noise standards require airlines to retire noisy (Stage II) aircraft, and replace them with quieter aircraft (Stage III) at a faster rate than established by Federal regulations. However, Federal law prohibits airports from assessing PFC's if restrictions are adopted which are more stringent than the restrictions permitted by the Federal Aviation Administration (FAA). The City Attorney's Office reports that because SFO has adopted more stringent noise standards, San Francisco cannot currently impose a PFC.


Harvey M. Rose

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Controller
Kent Sims
Jean Mariani
Barbara Kolesar
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 11 - File 127-93-5

Note: This item was continued by the Budget Committee at its meeting of May 26, 1993. The Committee amended the proposed legislation by increasing the Utility User's Tax by .5% from 6.5% to 7%.

Item: Ordinance amending the San Francisco Municipal Code pertaining to the Utility Users' Tax to delete sunset provisions adopted in July, 1992 and to increase the tax rate from the current level of 6.5% to 7.0%, effective July 1, 1993.

Description: In June, 1992, the Mayor's proposed budget was supported, in part, by \$11.0 million in new revenue from increased Utility Users' taxes and extension of the tax on telephone users to interstate and international telephone calls. The Utility Users' tax rate was increased by 1.5 percent from 5.0 percent to 6.5 percent for Gas, Electricity, Water and Steam users. For Telephone users, the tax rate was increased by 1.0 percent from 5.5 percent to 6.5 percent. The tax increase and extension on telephone users was imposed for an eleven month period, beginning August, 1992. The Board of Supervisors approved the tax increase and extension. Under the current wording of the Municipal Code, the tax increase and extension on telephone users for interstate and international telephone calls will 'sunset' on June 30, 1993.

The proposed ordinance would amend the Municipal Code to delete any reference to a sunset date for the tax increase and for the extension to interstate and international telephone calls. The Municipal Code would be further amended to increase the rate for the Utility Users' Tax from the current level of 6.5% to 7.0%, effective July 1, 1993.

The Controller's current Fiscal Year 1993-94 Utility Users' Tax revenue estimate, taking into account the June 30, 1993 sunset clause, is \$27,862,000. Should the tax rate increase to 7.0% and continue for a full twelve months of Fiscal Year 1993-94, the Controller's revenue estimate will increase by \$15.0 million to a total of \$42,862,000. The Budget Analyst concurs with this revenue estimate.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 12 - File 123-93-3.1

Note: This proposed ordinance to initiate proceedings to establish a Fire Protection Special Benefit Assessment District and to levy annual fire protection assessments was previously considered and disapproved by the Board of Supervisors under File 123-93-3. Additionally, a Supplemental Appropriation Ordinance appropriating \$500,000 to the Chief Administrative Officer (CAO), to conduct studies to determine the feasibility of the proposed Fire Protection Special Benefit Assessment District, was previously approved by the Board of Supervisors. According to Mr. Steve Nelson of the CAO's Office, \$350,000 of the total \$500,000 supplemental appropriation is currently on reserve, \$63,000 has been expended, and the remainder of \$87,000 is available to be used as necessary for the services of consultants, should the Board of Supervisors approve this proposed ordinance (File 123-93-3.1).

Item: Ordinance amending the San Francisco Public Works Code by enacting a new Article 6.2 to authorize the Board of Supervisors to initiate proceedings to establish a Fire Protection Special Benefit Assessment District and to levy annual fire protection assessments.

Description: The proposed ordinance, to be known as the "San Francisco Fire Protection Assessment District Procedure Code," would (1) authorize the Board of Supervisors to initiate proceedings to establish a fire protection special benefit assessment district, and (2) describe the specific procedures which must be taken by the Board of Supervisors in order to establish such a district.

Enactment of the proposed ordinance would not result in the creation of a fire protection special benefit assessment district. Rather, the proposed ordinance is enabling legislation which would authorize the Board of Supervisors to initiate proceedings to create such a district, subject to the procedures described in the proposed ordinance, should the Board of Supervisors choose to do so.

The proposed ordinance would authorize the Chief Administrative Officer to initiate studies to investigate the economic relationship between fire protection services provided by the City and individual property values. The CAO's report would be required to be filed with the Clerk of the Board of Supervisors before action could be taken by the Board of Supervisors to establish a special benefit assessment district for fire protection services.

The CAO's report would propose the boundaries for an assessment district and identify all the property lots which

are included within the boundaries. The CAO's report would also state a proposed allocation formula (see Comment 1) and assessment rates (see Comment 2), provided that the assessment on any given property would be in proportion to the estimated benefits to the property of the fire protection services provided by the City. The CAO's report would also describe the costs and expenses of a fire protection assessment district (see Comment 3).

After the CAO's report is filed with the Clerk of the Board of Supervisors, the specific procedures which would be required in order to establish a special benefit assessment district under the proposed ordinance would be as follows:

Resolution of Intention

After a written report has been prepared and filed by the CAO, the Board of Supervisors could adopt a Resolution of Intention, thereby declaring its intention to order all or a portion of assessment district costs to be assessed upon properties which the Board of Supervisors finds and declares receive a special benefit from fire protection services.

The Resolution of Intention would also include the following:

- The district's boundaries;
- The allocation formula (see Comment 1);
- The number of years, not to exceed five years, that the district would remain in effect;
- The assessment rates for each year in which the assessment would be levied, including any index that would be used to change the assessment rates in future years, and any maximum assessment rate for future years;
- The time, date, and place of a Public Hearing (as defined in the proposed ordinance and described below), to be held not less than 30 days following official public notice;
- The time, date, and place of a Final Determination Hearing (as defined in the proposed ordinance) at which the Board of Supervisors proposes to establish the district and levy the assessment. This hearing would be held not less than 45 days following official public notice.

Public Notice

If the Board of Supervisors adopts a Resolution of Intention, the Clerk of the Board of Supervisors would be required to send notice, by first class mail, to all property owners whose property would be subject to the proposed assessment, in a form specified in the proposed ordinance.

The notice would reference the filing of the CAO's report, the adoption of the Resolution of Intention, and the time, date, and place for both a Public Hearing and a Final Determination Hearing. The notice would provide instructions for the filing of a written Protest by the owner, and would describe the effect on the establishment of the proposed district of a Majority Protest by property owners. The notice would also enclose a Correction Petition form. (The Public Hearing, Final Determination Hearing, Protest, Correction Petition, and Majority Protest provisions of the proposed ordinance are described separately below).

Each notice to a property owner would identify a specific lot which would be subject to the proposed assessment, the amount of the proposed assessment, and all information about the lot which was used to determine the amount of the proposed assessment.

The notice would be required to be mailed at least 30 days prior to the Public Hearing and at least 45 days prior to the Final Determination Hearing. The failure of any property owner to actually receive the mailed notice would not affect the validity of the proceedings or the Board of Supervisors authority to create the district.

The Clerk of the Board of Supervisors would also be required to post notice of the proposed assessment district and to effect publication of such notification in a general circulation newspaper.

Correction Petitions

Within 45 days of receiving the notice described above, a property owner could file a Correction Petition in order to correct any erroneous information relating to the proposed assessment on the owner's property. The Correction Petition would be filed with a Fire Assessment Petition Panel comprised of the Chief Administrator Officer, the Controller, and the Tax Collector, or their deputies.

The Petition Panel would issue a preliminary decision on the petition which would become final within 14 days unless the owner files a request for hearing before the Panel. The owner could present evidence at the hearing, and the Panel would issue a written report of its findings. If the owner were dissatisfied with the outcome of a hearing before the Panel, the owner could also request a hearing before the Board of Supervisors. The Board of Supervisors could by resolution either accept or reject the findings of the Petition Panel.

The proposed ordinance specifically provides that "the pendency of Correction Petitions before the Fire Assessment Petition Panel shall not limit the Board [of Supervisors] authority to adopt legislation forming a district or levying an assessment."

Protests

Any owner of property which would be subject to the proposed assessment could protest the creation of the district, the boundaries of the district, the fairness of the allocation formula, and/or the assessment rates, by submitting a written protest, signed by the owner, which describes the lot, the owners' interest in the property, the nature and grounds of the protest, and the name, address, and telephone number of the owner. The written protests would be required to be received by the Clerk of the Board of Supervisors at least 24 hours prior to the scheduled Public Hearing.

The proposed ordinance would require a property owner to file such a written protest in order to retain his or her legal standing to challenge the proposed assessment.

Public Hearing and Modifications

The Board of Supervisors would hold a Public Hearing at which to consider the written protests submitted by owners (as described above) and to take and receive, from any other interested person, oral and documentary evidence pertaining to matters contained in the CAO's report. At the hearing, the Board of Supervisors would consider and pass upon the written protests previously submitted by property owners and any other testimony which is presented at the hearing. At the hearing, the Board of Supervisors could modify the proposed district, the proposed allocation formula, or the proposed assessment rate, in order to make any of these proposals more equitable.

If the modifications increased any assessment, or subjected lots to the assessment which were not previously subject to the assessment, the Board would be required to schedule a new Public Hearing and a new Final Determination Hearing. However, these further hearings would be limited to consideration of the protests of owners whose property was affected by the proposed modifications.

The Board of Supervisors could impose a time limit for oral testimony at the Public Hearing, provided that at least two minutes were allowed to each speaker and at least six minutes were provided for any number of persons representing the same lot.

Final Determination Hearing

After the close of the Public Hearing, the proposed ordinance would authorize the Board of Supervisors to hold a Final Determination Hearing, at which it could, by ordinance, establish and adopt an assessment district, an allocation formula, the initial assessment rates for the district, an assessment roll for the assessment, and an assessment rate for up to four additional years after the first year of the assessment.

The Board of Supervisors could, by ordinance, establish the assessment district at the Final Determination Hearing with a simple majority vote, unless a Majority Protest were found to exist.

Majority Protests

Under the proposed ordinance, a Majority Protest would result if it is found that the property owners who file written protests (as discussed under "Protests," above) would together have to pay 50 percent or more of the total dollar amount of the assessment which is proposed to be levied.

If the Board of Supervisors finds and determines that a Majority Protest exists, then the Board of Supervisors would be required to either 1) abandon the proceedings, and take no further action to establish the district for a minimum of six months, or 2) submit the proposed assessment district to the electorate at the next regular election or at a special election. An election on the proposed assessment district would be held not less than 90 days following the Board of Supervisors decision to submit the proposal to the voters.

Under the proposed ordinance, the Board of Supervisors could delegate to the Chief Administrative Officer the responsibility to determine whether a Majority Protest exists.

Deferred Assessments

Under the proposed ordinance, the Board of Supervisors may, at the Final Determination Hearing, allow property owners to defer payment of the assessments, and establish criteria and procedures by which owners may qualify for such deferred payments.

Comments:

1. Under the proposed ordinance, the allocation formula is defined as the method of apportioning the total cost of the assessment among all property lots within the district, according to the relative benefit conferred on those lots by the City's fire protection services.

The allocation formula can be based on any factors which the Board of Supervisors finds and determines shall provide a rational basis for apportioning the costs and expenses of the assessment district. Such factors could include, but would not be limited to, the square footage and height of structures located on a property, the use of the property, the amount of water required to suppress fires on a given property, the availability of sprinkler systems, "and any other factors relating to potential fire hazards and the costs associated with protecting the property therefrom."

The proposed ordinance states that, "the allocation formula shall not be based on assessed value."

2. Under the proposed ordinance, the assessment rate is defined as the dollar value of the assessment to be charged against a specific property lot.

The Board of Supervisors would be authorized to specify a single assessment rate for as many as five years, or to specify rates which could increase by a specified amount for up to four additional years after the first year. The Board of Supervisors would also be authorized to specify a maximum assessment rate.

3. Under the proposed ordinance, the costs and expenses of the district would include the costs incurred by the City to provide fire protection services which are found to provide special benefit to property "by preserving, protecting, or enhancing the value of real property."

BOARD OF SUPERVISORS
BUDGET ANALYST

The City's costs and expenses could include, but would not be limited to, the acquisition, maintenance, and operation of fire prevention and fire suppression equipment; salaries and benefits of firefighting personnel; costs for repairs, fuel, power, and electricity; and the cost of establishing the district, levying the assessments, and undertaking other procedures outlined in the proposed ordinance.

4. As previously noted, in the event of a Majority Protest, the Board of Supervisors could abandon the proceedings or submit the proposed assessment district to the voters in a regular or special election. However, a decision to place a proposed assessment district before the voters would require separate action by the Board of Supervisors at a later date.

In April, 1993 the Registrar of Voters estimated the cost to hold a special election at approximately \$620,000, and stated that this cost would increase by \$25,000 to \$50,000 for each additional measure which is submitted to the voters. However, whether any costs will be incurred for an election concerning a fire protection assessment district will depend on 1) whether the Board of Supervisors initiates proceedings to establish a fire protection district, 2) whether a Majority Protest is submitted by property owners, and, 3) whether the Board of Supervisors takes action in the future to submit any proposed assessment district to the electorate.

In and of itself, the proposed ordinance, which would authorize but would not require the Board of Supervisors to submit a proposed assessment district to the electorate, (since instead the Board of Supervisors could "abandon" the proceedings), would not impose additional costs to the City for an election.

5. The proposed ordinance (the "San Francisco Fire Protection Assessment District Procedure Code") is enabling legislation which would authorize the Board of Supervisors to take certain actions at a later date, should it choose to do so. Specifically, the proposed ordinance states the procedures which the Board of Supervisors would be required to follow in order to create a fire protection assessment district. However, the proposed ordinance would not appropriate funds for any purpose, would not establish a special benefit assessment district, and would not impose property assessments for fire protection services. The Board of Supervisors would be required to enact a separate ordinance in order to establish a fire protection special benefit assessment district and to impose any assessments, and could do so only after the

procedures described in the proposed ordinance have been observed.

Since the proposed ordinance is enabling legislation which concerns procedural issues only, it does not have a fiscal impact.

6. The 1992-93 General Fund budget of the San Francisco Fire Department is \$139,686,381. The Assessor's Office has reported that there are approximately 167,000 parcels of property in the City, which may be subject to such an assessment district.

Mr. Nelson reports that, for example, an assessment of approximately \$50 for each single family home in San Francisco (which represent 70 to 80 percent of all parcels in the City) would generate an estimated \$10 to \$15 million in new revenues for fire protection services. However, the specific allocation formula to be used would be developed based on the findings of the City's fire engineering consultants, and would be adopted by the Board of Supervisors pursuant to the Resolution of Intention described above.

Mr. Nelson indicates further that the City may be unable under State law to assess parcels for a full one year period, but instead may be able to require payment of only 50 percent of the full amount, if bills are mailed in January. Mr. Nelson states that the City Attorney's Office is researching provisions of the California Revenue and Taxation Code in order to clarify this issue.

If only 50 percent of the assessment could be billed in January, revenues to the City would be only \$5 million to \$7.5 million, rather than \$10 million to \$15 million, based on a maximum assessment of \$50 for each single family residence.

7. The Chief Administrative Officer has submitted a schedule of activities which reflects the steps which would be necessary to establish a fire protection assessment district, and the proposed timeline for these actions. This timeline is reproduced below:

<u>Timeline</u>	<u>Activities</u>
June 21	Enabling legislation for creation of a special benefit assessment district by the Board of Supervisors, signed by the Mayor.

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BUDGET ANALYST

- June 22** CAO, City Attorney, and Assessor renew work on fire protection assessment district.
- Fire Engineering consultants to develop allocation formula.
- Allocation formula to be reviewed by legal consultants with expertise in special benefit assessment districts.
- Update of Assessor's data.
- August 23** Introduction of Resolution of Intention based on report from the CAO.
- September 1** Consideration of Resolution of Intention by Budget Committee.
- September 6** Consideration of Resolution of Intention by Board of Supervisors.
- If approved, public notice will be sent to property owners of estimated assessment amounts and hearing process; inception of 45 day protest period.
- September 6**
To October 11 45-day protest period as required by law.
- October 11** Inception of public hearings, including expert testimony concerning the relationship of fire suppression services to property values;
- Introduction of proposed ordinance by the Board of Supervisors to establish the special benefit assessment district.
- October 20** Consideration of proposed ordinance to establish the district by the Budget Committee.
- November 1** Final determination hearing, at which proposed ordinance to establish the district may be considered.
- In the event of a majority protest, the proposal could qualify for the regularly scheduled election of June, 1994.

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The earliest date on which a special election could be held would be late January, 1994.

January 1 In the absence of a majority protest, assessment notices would be mailed.

8. Mr. John Madden of the Controller's Office states that, since legislation to establish a fire protection assessment district will not be adopted prior to the adoption of the City's 1993-94 budget, the Controller would be unable to certify revenues generated by the assessment for inclusion in the 1993-94 budget. Mr. Madden indicates that, if fire protection assessments are levied, the funds could be made available through supplemental appropriations during the 1993-94 fiscal year. However, whether these funds will be available will also depend on whether or not litigation challenging the assessment district is filed. If the legality of the assessment district were challenged, Mr. Madden states that no appropriations of the revenues could be made pending an assessment by the City Attorney of the probability that the City would prevail in the litigation.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 13 - File 101-93-3

Item: This item is a hearing to consider the City Attorney's opinion relating to the power of the Board of Supervisors to place reserves on appropriations.

Description: On May 21, 1993, the City Attorney's Office issued an opinion to all members of the Board of Supervisors regarding the "Power of the Board of Supervisors to Place Reserves on Appropriations." Under this opinion, the City Attorney states that the Board of Supervisors may not, for example, impose a reserve on an appropriation for contractual services, to be lifted after the department has selected the contractor. According to the City Attorney's Office, this practice is a violation of Charter Section 2.401, since a reserve on an appropriation may not be used to interfere with a department's administrative affairs. Furthermore, the City Attorney states that the Board of Supervisors may not delegate the power to release a reserve to a committee of the Board of Supervisors, in contrast, to the full Board of Supervisors, because this is inconsistent with the general principles prohibiting the delegation of legislative discretion.

Comments: 1. In response to the City Attorney's opinion, on May 26, 1993, Supervisor Kennedy issued a letter to Supervisor Migden and Members of the Budget Committee (Attachment 1). As reflected in this letter, the recent City Attorney opinion was "rendered by the same person who formerly served as the Chair of the Finance Committee of the Board of Supervisors when she herself placed such reserves on appropriations for contractual services. She placed these reserves in order to provide the Board of Supervisors with the same information that she now says the Board of Supervisors is not entitled to do through the reserve process. This is ridiculous".

2. Historically, it has been the practice of the Budget Analyst, under direction from the members of the Budget (formerly Finance) Committee, to make recommendations to place reserves on appropriations to departments for contractual services and other expenditure items, when specific information pertaining to fiscal as well as other data was not yet available from the Department requesting the appropriation. For example, the Board of Supervisors has inquired regarding selected contractor(s), the hourly rates, the cost details and total costs of the contract, the work to be performed and the MBE/WBE/LBE status of the contractor(s). Once such information was provided to the Board of Supervisors, the Board would subsequently release the reserves which the Board has placed on such funds.

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3. Under this new opinion by the City Attorney, there is nothing to prevent the Board from requesting the Department to subsequently provide such information after the appropriation is approved and, for example, after the contract is awarded. However, under this City Attorney opinion, the Board of Supervisors would not be able to reserve the appropriation in order to determine various fiscal details and MBE/WBE details through the reserve process in order to ensure that the Board receives such information prior to the actual expenditure of the appropriation.

4. Furthermore, frequently, the actual awarded contract is for less than the department had originally requested. As shown in the example from the June 2, 1993 Government Efficiency and Labor Committee (Attachment 2), the Department of Public Works initially requested authorization to expend \$182,552 for the planting of trees City-wide, using small local businesses as contractors. The \$182,552 had been placed on reserve by the Board of Supervisors, since the contractors had not yet been selected and the related budgetary and MBE/WBE/LBE information was not available. As shown in this attachment, based on the Request for Proposal process, two contractors were selected at a total cost of only \$147,535, not the \$182,552 that was originally requested, resulting in a savings of \$35,017. If the Board of Supervisors had not placed the reserve on the \$182,552, all of the funds would have been appropriated to the Department of Public Works at the outset. Whether or not the savings of \$35,017 would have been ultimately expended is uncertain. What is certain is that without the Board's reserve, the Board would not have known prior to the appropriation approval, that the amount being appropriated was in excess of the Department's needs.

5. As reflected in Attachment 1, Supervisor Kennedy states that if the City Attorney refuses to permit the Board of Supervisors to reserve any appropriations for contracts or other types of expenditures, such items should, instead, be disapproved by the Board of Supervisors. The City Attorney concurs that the Board of Supervisors can reject or cut any proposed appropriation based upon the Board's own conception of the public welfare.

6. According to Mr. John Madden of the Controller's Office, the number of previous outstanding reserves or the total amount of reserves that have been placed as appropriations by the Board of Supervisors is not readily available.

7. Mr. Ted Lakey of the City Attorney's Office reports that the recent City Attorney's opinion is prospective. According to Mr. Lakey, all previous reserves which were placed by the Board of

BOARD OF SUPERVISORS
BUDGET ANALYST

Supervisors will remain intact. To release each of these existing reserves, the respective departments will be required to follow the same practice that has previously been used and the Board of Supervisors' committees will continue to be authorized to release these existing reserves.

8. The Budget Analyst strongly believes that the information previously requested by the Board of Supervisors should be obtained by the Board prior and not subsequent to the approval of appropriations. Obtaining such information on an after-the-fact basis would defeat the intent of the Board of Supervisors which is to obtain all pertinent fiscal and other information before the Board votes on appropriations.

9. The Budget Analyst seeks direction from the Board of Supervisors as to whether or not the Budget Analyst should continue to recommend reserves as the Board of Supervisors has previously asked him to do. Supervisor Kennedy has requested that the Budget Committee direct the Budget Analyst to continue to make such recommendations to place reserves on appropriations when fiscal, MBE/WBE and other pertinent information is inadequate or is unknown at the time when Departments seek approval from the Board of Supervisors to expend funds. Supervisor Kennedy further requests that the Board of Supervisors retain outside legal counsel on this matter.

Commissioner & Chair
San Francisco County
Transportation Authority



Member
Board of Supervisors
City and County of San Francisco

Member,
Select Committee on Base Closures

WILLIE B. KENNEDY

Chair,
Economic Vitality & Social
Policy Committee

May 26, 1993

TO: Supervisor Migden, and members of the Budget Committee
FROM: Supervisor Kennedy
RE: City Attorney's Opinion of May 21, 1993

Dear Supervisor Migden and Members of the Budget Committee:

I want to express my strongest concern on the May 21, 1993 opinion from the City Attorney's Office regarding the Power of the Board of Supervisors to Place Reserves on Appropriations. I find this opinion to be incredulous. The City Attorney is stating that the Board of Supervisors cannot place reserves on appropriations for contracts, in order to determine the MBE/WBE status of the contracts or to determine the contractual details such as hourly rates and the number of hours of service to be provided. This opinion has been rendered by the same person who formerly served as the Chair of the Finance Committee of the Board of Supervisors when she herself placed such reserves on appropriations for contractual services. She placed these reserves in order to provide the Board of Supervisors with the same information that she now says the Board of Supervisors is not entitled to do through the reserve process. This is ridiculous.

I believe the Board should not accept this opinion and instead should retain outside counsel to get better advice. Furthermore, it is very clear in the Charter that the Board of Supervisors can cut appropriations. It is my opinion that if the City Attorney refuses to permit the Board of Supervisors to reserve any appropriations for contracts or other types of expenditures, such items should, instead, be disapproved by the Board of Supervisors. In the meantime, I am requesting that you direct our Budget Analyst to continue to recommend the reserves as this Board has asked him to do. Otherwise, we will be substantially relinquishing our opportunity to obtain essential information that we need now and will also need during the forthcoming budget process.

I hope that the Budget Committee feels just as strongly about this matter as I do and I greatly appreciate your prompt attention and support of this matter.

Sincerely,

Willie B. Kennedy
Willie B. Kennedy

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1f - File 148-92-8.1

Department: Department of Public Works (DPW)

Item: Release of Reserved Funds in the amount of \$182,552 for the planting of 2,271 trees City-wide.

Amount: \$182,552

Description: In November, 1992, the Board of Supervisors approved a Resolution (File 148-92-8) authorizing the DPW to apply for, accept and expend Federal funds in the amount of \$182,552 for the planting of trees, using small local businesses as contractors. The entire grant amount of \$182,552 was placed on reserve pending identification of the contractors, specific budget details of the contractors, and the MBE/WBE status of the contractors.

The DPW now reports that two contractors have been selected through a Request for Proposal (RFP) process and that only \$147,535 of the total \$182,552 placed on reserve is requested for release at this time for the two contracts and for materials and supplies. The two contractors are Bay Area Landscaping Frank & Grossman, Inc. and Mori Hatsushi & Associates, neither of which is an MBE or a WBE firm. Ms. Mary Gin Starkweather of the Human Rights Commission reports that because the tree planting project is funded through Federal grant monies, the contractors are exempt from the MBE/WBE Ordinance. The budget information for the project is as follows:

Bay Area Landscaping Frank & Grossman

Labor for planting 2,000 trees	
approximately \$32.50/tree	\$64,997

Mori Hatsushi & Associates

Labor for planting 271 trees	
approximately \$154/tree	<u>41,676</u>

Subtotal Contractual Labor Costs	\$106,673
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Materials and Supplies

Trees	\$38,594
Stakes & Straps	<u>2,268</u>

Subtotal Materials and Supplies	<u>40,862</u>
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Total Contractual Costs	\$147,535
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Comment:

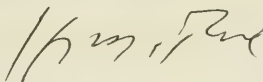
Mr. McKenna advises that Bay Area Landscaping Frank & Grossman, Inc. would plant approximately 2,000 landscape trees on Brotherhood Way and Sunset Boulevard. Mori Hatsushi & Associates would plant approximately 271 street trees at various City-wide locations. Mr. McKenna states that street trees are more expensive to plant than landscape trees (\$154 per tree vs. \$32.50 per tree) because each tree is planted individually, the trees are larger, and the planting involves more preparation and logistics planning. For example, one tree may be planted on one block and the next one may be planted five or six blocks away. The removal of portions of sidewalks may be necessary as well as obstruction of pedestrian traffic. Mr. McKenna advises that street tree planting is more labor intensive than planting landscape trees, which are smaller trees planted in groups in a landscape setting.

Recommendation: Release reserved funds in the amount of \$147,535 and continue to reserve \$35,017 (\$182,552 less \$147,535).

Memo to Budget Committee
June 2, 1993

Item 14 - File 100-93-2.1

This item is a hearing to consider reports by the Mayor and the Controller on the status of the Mayor's recommended 1993-94 budget. Ms. Serata of the Mayor's Office and Mr. Harrington of the Controller's Office state that they will present the reports directly to the Budget Committee.



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Achtenberg
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

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At San Francisco

CALENDAR

MEETING OF
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

PUBLIC LIBRARY (2)
DOCUMENT DIVISION
CIVIC CENTER

WEDNESDAY, JUNE 9, 1993 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS MIGDEN, HSIEH, ALIOTO

DOCUMENTS DEPT

JUN 11 1993

CLERK: KAY GULBENGAY

SAN FRANCISCO
PUBLIC LIBRARY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Budget Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - (a) File 101-90-46.3. [Release of Funds] Requesting release of reserved funds, Port Commission, in an amount totalling \$1,658,055, for earthquake repairs, (engineering services \$70,055, Ferry Plaza and Pier 27-29, Winzler & Kelly/AGS, contractor, and \$1,588,000, Ferry Building Seismic Repair, Stage I, contractor Barmes/Lem). Port Commission)

ACTION: Release of \$1,658,055 approved. Filed.

REGULAR CALENDAR

2. File 101-92-86. [Government Funding] Ordinance appropriating \$64,744, Adult Probation, for professional services; providing for ratification of action previously taken. RO #92256 (Controller)
(Continued from 6/2/93)

ACTION: Hearing held. Recommended. (Supervisor Alioto added as sponsor.)

3. File 239-93-2. Resolution approving and authorizing the borrowing of funds for fiscal 1992-93; the issuance and sale of City and County of San Francisco California, 1992-1993 tax and revenue anticipation notes thereof; and authorizing other official actions in connection therewith. (Supervisor Migden)

ACTION: Hearing held. Recommended.

4. File 30-93-10. [Patient Day Rates] Resolution fixing patient day rates for services furnished by City and County Health Care Institutions and rescinding Resolution No. 764-92. (Department of Public Health)

ACTION: Hearing held. Amended on page 1 line 2 (in title) after "Resolution No. 764-92" by inserting "retroactive to January 1, 1993 (ambulance) and to March 1, 1993 (San Francisco General Hospital) rates."

New Title: "Fixing patient day rates for services furnished by City and County Health Care Institutions and rescinding Resolution No. 764-92; retroactive to January 1, 1993 (ambulance) and to March 1, 1993 (San Francisco General Hospital) rates." Recommended as amended.

5. File 142-93-2. [Water Rates - Finding] Resolution making a finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed revised schedule of rates to be charged by the San Francisco Water Department for water supplied to its suburban resale customers; companion measure to Files 142-92-2.1 and 142-93-2.2. (Public Utilities Commission)

ACTION: Hearing held. To Board With Recommendation Do Pass.

6. File 142-93-2.1. [Water Rates] Resolution approving revised schedule of rates to be charged by the San Francisco Water Department for water service and water supplied to its suburban resale customers; companion measure to Files 142-93-2 and 142-93-2.2. (Public Utilities Commission).

ACTION: Hearing held. To Board With Recommendation Do Pass.

7. File 142-93-2.2. [Water Rates] Resolution disapproving revised schedule of rates to be charged by the San Francisco Water Department for water service and water supplied to its suburban resale customers; companion measure to Files 142-93-2 and 142-93-2.1 (Public Utilities Commission).

ACTION: Hearing held. To Board With Recommendation Do Not Pass.

8. File 142-93-3. [Water Rates - Finding] Resolution making a finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-93-3.1 and 142-93-3.2. (Public Utilities Commission)

ACTION: Hearing held. To Board With Recommendation Do Pass.

9. File 142-93-3.1. [Water Rates] Resolution approving revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-93-3 and 142-93-3.2. (Public Utilities Commission)

ACTION: Hearing held. To Board With Recommendation Do Pass.

10. File 142-93-3.2. [Water Rates] Resolution disapproving revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-92-3 and 142-93-3.1. (Public Utilities Commission)

ACTION: Hearing held. To Board With Recommendation Do Not Pass.

11. File 127-93-5.1. [Utility User Tax Amendments] Ordinance amending Article 10 of the San Francisco Municipal Code by amending Section 707.2 to extend the 6.5% tax rate through August 31, 1993 and to increase the tax rate to 7.5%, effective September 1, 1993, and amending Section 707.3 to delete the sunset provision of this section, which extended the telephone users tax to interstate and international telephone communication services for the period from August, 1992 to June 1993. (Supervisor Migden)

ACTION: Hearing held. Recommended to Board for consideration as Special Order - Public Hearing on Monday, June 14, 1993.
(Supervisor Hsieh dissented.)

12. File 286-93-1. Hearing to consider the feasibility of creating a Hospital Assessment District and the potential revenues such a district could raise. (Supervisor Alioto)

ACTION: Hearing held. Continued to July 7, 1993 meeting.

13. File 101-93-3. Hearing to consider City Attorney's opinion relating to the power of the Board of Supervisors to place reserves on appropriations. (Supervisor Migden)
(Continued from 6/2/93)

ACTION: Hearing held. Continued to call of the chair.

14. File 100-93-2.1. Hearing to consider report by Mayor and Controller on the status of the 1993-94 proposed budget. (Supervisor Migden)
(Continued from 6/2/93)

ACTION: Hearing held. Continued to June 16, 1993 meeting.

CALENDAR

MEETING OF BUDGET COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JUNE 9, 1993 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS MIGDEN, HSIEH, ALIOTO

CLERK: KAY GULBENGAY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Budget Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - (a) File 101-90-46.3. [Release of Funds] Requesting release of reserved funds, Port Commission, in an amount totalling \$1,658,055, for earthquake repairs, (engineering services \$70,055, Ferry Plaza and Pier 27-29, Winzler & Kelly/AGS, contractor, and \$1,588,000, Ferry Building Seismic Repair, Stage I, contractor Barmes/Lem). Port Commission)

ACTION: Release of \$1,658,055 approved. Filed.

REGULAR CALENDAR

2. File 101-92-86. [Government Funding] Ordinance appropriating \$64,744, Adult Probation, for professional services; providing for ratification of action previously taken. RO #92256 (Controller)
(Continued from 6/2/93)

ACTION: Hearing held. Recommended. (Supervisor Alioto added as sponsor.)

3. File 239-93-2. Resolution approving and authorizing the borrowing of funds for fiscal 1992-93; the issuance and sale of City and County of San Francisco California, 1992-1993 tax and revenue anticipation notes thereof; and authorizing other official actions in connection therewith. (Supervisor Migden)

ACTION: Hearing held. Recommended.

4. File 30-93-10. [Patient Day Rates] Resolution fixing patient day rates for services furnished by City and County Health Care Institutions and rescinding Resolution No. 764-92. (Department of Public Health)

ACTION: Hearing held. Amended on page 1 line 2 (in title) after "Resolution No. 764-92" by inserting "retroactive to January 1, 1993 (ambulance) and to March 1, 1993 (San Francisco General Hospital) rates."

New Title: "Fixing patient day rates for services furnished by City and County Health Care Institutions and rescinding Resolution No. 764-92; retroactive to January 1, 1993 (ambulance) and to March 1, 1993 (San Francisco General Hospital) rates." Recommended as amended.

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ACTION: Hearing held. To Board With Recommendation Do Pass.

6. File 142-93-2.1. [Water Rates] Resolution approving revised schedule of rates to be charged by the San Francisco Water Department for water service and water supplied to its suburban resale customers; companion measure to Files 142-93-2 and 142-93-2.2. (Public Utilities Commission).

ACTION: Hearing held. To Board With Recommendation Do Pass.

7. File 142-93-2.2. [Water Rates] Resolution disapproving revised schedule of rates to be charged by the San Francisco Water Department for water service and water supplied to its suburban resale customers; companion measure to Files 142-93-2 and 142-93-2.1 (Public Utilities Commission).

ACTION: Hearing held. To Board With Recommendation Do Not Pass.

8. File 142-93-3. [Water Rates – Finding] Resolution making a finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-93-3.1 and 142-93-3.2. (Public Utilities Commission)

ACTION: Hearing held. To Board With Recommendation Do Pass.

9. File 142-93-3.1. [Water Rates] Resolution approving revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-93-3 and 142-93-3.2. (Public Utilities Commission)

ACTION: Hearing held. To Board With Recommendation Do Pass.

10. File 142-93-3.2. [Water Rates] Resolution disapproving revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; companion measure to Files 142-92-3 and 142-93-3.1. (Public Utilities Commission)

ACTION: Hearing held. To Board With Recommendation Do Not Pass.

11. File 127-93-5.1. [Utility User Tax Amendments] Ordinance amending Article 10 of the San Francisco Municipal Code by amending Section 707.2 to extend the 6.5% tax rate through August 31, 1993 and to increase the tax rate to 7.5%, effective September 1, 1993, and amending Section 707.3 to delete the sunset provision of this section, which extended the telephone users tax to interstate and international telephone communication services for the period from August, 1992 to June 1993. (Supervisor Migden)

ACTION: Hearing held. Recommended to Board for consideration as Special Order - Public Hearing on Monday, June 14, 1993.
(Supervisor Hsieh dissented.)

12. File 286-93-1. Hearing to consider the feasibility of creating a Hospital Assessment District and the potential revenues such a district could raise. (Supervisor Alioto)

ACTION: Hearing held. Continued to July 7, 1993 meeting.

13. File 101-93-3. Hearing to consider City Attorney's opinion relating to the power of the Board of Supervisors to place reserves on appropriations. (Supervisor Migden)
(Continued from 6/2/93)

ACTION: Hearing held. Continued to call of the chair.

14. File 100-93-2.1. Hearing to consider report by Mayor and Controller on the status of the 1993-94 proposed budget. (Supervisor Migden)
(Continued from 6/2/93)

ACTION: Hearing held. Continued to June 16, 1993 meeting.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 7, 1993

*Budget
Analyst*

TO: Budget Committee
FROM: Budget Analyst
SUBJECT: June 9, 1993 Budget Committee Meeting

Item 1a - File 101-90-46.3

Department: Port of San Francisco

Item: Request to release reserved funds for earthquake repair work at the Ferry Building, Ferry Plaza, and at Pier 27-29.

Amount: \$1,658,055

Source of Funds: San Francisco Harbor Operating Fund

Description: In March of 1991, the Board of Supervisors approved Supplemental Appropriation Ordinance No. 87-91, which appropriated \$6,374,971 to pay for repairs to various facilities damaged in the October 17, 1989, earthquake. Of the total appropriation, \$6,261,404 was reserved pending the provision of final contractual details, including the MBE/WBE status of the contractors.

The Finance Committee of the Board of Supervisors previously approved the release of \$345,700 in reserved funds in October of 1991 for earthquake repair work at Pier 45, and \$1,279,300 in March of 1992 for compaction grouting at Pier 45. Therefore, the amount remaining on reserve from the originally reserved sum of \$6,261,404 is \$4,636,404.

The Port is requesting the release of \$1,658,055 from the total of \$4,636,404 remaining on reserve to award two contracts for services, as follows:

- a. Engineering services at Ferry Plaza and Pier 27-29: \$70,055;
- b. Seismic repairs - Stage 1 - at the Ferry Building: \$1 588,000

The Port issued a Request-for-Proposal for the engineering services contract. The results of the proposal evaluations were as follows:

	<u>Raw Score</u>	<u>Prefer- ence.</u>	<u>Final Score</u>
Jordan-Gerwick Associates	85.66	8.566	94.23
Winzler & Kelly/AGS	89.04	6.77	97.108
GKO & Associates	80.66	8.067	88.73
URS/MANNA	88.0	6.6	94.60

The Port has selected the firm of Winzler & Kelly/AGS based on qualification criteria.

The Port issued an Invitation-for-Bids for the seismic construction work and received the following bids:

	<u>Base Bid</u>	<u>Prefer- ence.</u>	<u>Effective Bid</u>
West Bay/Thompson, J.V. ¹	\$1,122,390	10%	\$1,010,151
Barnes/Lem, J.V.	\$1,588,000	10%	\$1,492,200
Nibbi/Lowe, J.V.	\$1,979,537	10%	\$1,781,583

The second low bidder Barnes/Lem, J.V., was selected as the contractor because the low bidder, West Bay/Thompson, J.V., withdrew its bid after the opening of the bids.

Comments:

1. Ms. Veronica Sanchez of the Port reports that West Bay/Thompson, J.V., submitted documentation to the Port attesting to a calculation error that resulted in its bid being economically infeasible. The Port permitted West Bay/Thompson, J.V., to withdraw its bid.

¹Joint Venture

2. Ms. Sanchez reports that the Joint Venture of Winzler & Kelly/AGS includes a 40 percent interest by the MBE firm of AGS. Additionally, Winzler & Kelly/AGS, would subcontract approximately eight percent of the engineering work (approximately \$5,600) to an MBE firm, and approximately three percent (approximately \$2,100) to a WBE firm.

3. Ms. Sanchez reports that the Joint Venture of Barnes/Lem includes a 51 percent interest by the MBE firm of Lem. Additionally, Barnes/Lem, J.V., would subcontract approximately 1.1 percent of the seismic work (approximately \$17,468) to an MBE firm and approximately 2.5 percent (approximately \$39,700) to a WBE firm.

4. Mr. Cliff Jarrard, Chief Harbor Engineer at the Port, reports that the engineering services contract would commence in the latter part of June and would have a duration of approximately 60 days. The seismic construction contract would also commence in the latter part of June but would have a duration of approximately one year.

Recommendation: Approve the Port's request for release of reserved funds in the amount of \$1,658,055.

Item 2 - File 101-92-86

Note: This item was continued by the Budget Committee at its meeting of June 2, 1993.

Department: Adult Probation Department

Item: Supplemental Appropriation Ordinance for professional services and providing for ratification of action previously taken.

Amount: \$64,744

Source of Funds: General Fund - General Reserve

Description: The proposed supplemental appropriation would be used to pay for contract services with California Community Dispute Services (CCDS), a non-profit agency. The District Attorney's Office reports that CCDS began in 1972 as the founding alternative dispute resolution model program for the State of California and has been closely associated with the courts and the District Attorney's Office since 1980. Specific services provided by CCDS include (1) conflict resolution, mediation/arbitration, facilitation, conciliation and education about conflict, (2) liaison work with other community organizations on issues related to alleviating tensions that arise among the diverse groups in the City and (3) the provision of training to arbitrator and mediators who serve throughout California and have been responsible for developing conflict resolution programs in and out of the State.

The CCDS receives referrals on misdemeanor and other cases from the District Attorney, Public Defender, Police Department and Small Claims Court. Examples of such cases include, assaults and batteries, auto tampering, attorney/client disputes, contract disputes, disorderly conduct, bad checks, trespassing, hit and run, loitering, neighbor/neighbor disputes, petty thefts, threats and vandalism. Additionally, the CCDS handles citation hearings within the District Attorney's Office. According to the District Attorney's Office, these cases usually involve complaints brought by public agencies against individuals or businesses who fail to comply with statutes. Some of the City agencies referring matters for citation hearings include the Health Department, Police Department, Animal Care and Control, Department of Weights and Measures, Tax Assessor and the Department of Public Works. Types of cases heard include, mistreating animals, maintaining public nuisances, failure to obtain permits or

licenses, failure to file tax returns or pay business taxes, violations of noise ordinances and vice operations.

Ms. Arlene Sauser, Chief Adult Probation Officer, reports that the original contract amount with CCDS for Fiscal Year 1992-93 totaled \$18,000. Under the terms of the contract, CCDS is being compensated for processing 100 client cases per year. According to Ms. Sauser, CCDS's current caseload consists of 922 client cases, and they are receiving new referrals from the District Attorney, Public Defender, Police Department, and Small Claims Court on an average of 90 cases per month.

Ms. Sauser advises that the \$18,000 contract amount represents a decrease of \$87,000 from the \$105,000 contract amount in FY 1985-86, which represented the highest amount of City support thus far provided to CCDS. According to Ms. Sauser, since FY 1985-86, CCDS has been expected to raise approximately \$100,000 annually from foundations and corporations. However, according to Ms. Sauser, these sources, in some instances, are no longer willing to provide general operational support for what they view as a public sector responsibility. Ms. Sauser states that this circumstance along with other factors such as the general state of the economy has resulted in this type of fund raising dropping to approximately \$35,000 annually.

Ms. Sauser reports that CCDS previously advised her that it would not be able to continue to operate at its current level and that by April 15, 1993 it would be forced to furlough and/or lay off its six employees if it did not receive additional funding from the City.

The Adult Probation Department reports that the CCDS's original projected budget totaled \$215,021 for FY 1992-93. The CCDS is now projecting a total budgetary expenditure of \$279,765 for this fiscal year, which would result in a budget deficit of \$64,744. The proposed supplemental appropriation would be used to pay for this anticipated budget deficit.

Comments:

1. Attached is a letter from the District Attorney and the Public Defender in support of the subject request.
2. As noted above, Ms. Sauser reports that the California Community Dispute Services Agency would be forced to furlough and/or lay off its six employees if it does not receive additional funding from the City. The Budget Analyst notes that the City is also expected to have substantial layoffs in order to resolve its projected budgetary shortfall for the Fiscal Year 1993-94 budget. Furthermore, the approval of the Fiscal

BOARD OF SUPERVISORS
BUDGET ANALYST

Year 1992-93 \$18,000 contract by the Board of Supervisors was predicated on the California Community Dispute Services Agency obtaining private funding for the balance of its services.

3. The Public Defender has stated "Given the small amount of money, and the large amount of benefit CCDS provides, I hope the Board would approve the ordinance."

4. The District Attorney contends that the City realizes savings as a result of this contract with the California Community Dispute Services but has not made an estimate of those savings. The District Attorney indicates that the Police Department and the Municipal and Superior Courts also realize savings as a result of this contract.

5. Mr. Jeff Brown, the Public Defender estimates that his office saves approximately \$400 for each of the approximately 100 cases that are referred to the contractor each month for a total monthly savings of approximately \$40,000.

6. However, the Budget Analyst notes that there has been no real budgetary savings achieved by the City and County by virtue of the fact that neither the budgets of the District Attorney nor the Public Defender have been reduced as a result of this contract. While reportedly the contractor has taken on far more additional workload than it was paid for, this is true of other numerous City contractors and City employees who work many unpaid hours.

Recommendation: The Budget Analyst is unable to recommend approval of any new service levels, no matter how small, while service levels throughout the City's proposed 1993-94 budget are being significantly reduced.

DISTRICT ATTORNEY

ARLO SMITH
DISTRICT ATTORNEY



ROBERT M. PODESTA
CHIEF ASSISTANT
DISTRICT ATTORNEY

SAN FRANCISCO

880 BRYANT STREET, SAN FRANCISCO 94103 TEL. (415) 553-1752

May 25, 1993

Ms. Sandy Brown-Richardson
Budget Analysis Office
Board of Supervisors
City Hall
San Francisco, CA 94102

Dear Ms. Brown-Richardson:

This letter is offered in support of the request of the Adult Probation Department for supplemental funding in the amount of \$64,744.00, for California Community Dispute Services (CCDS), and to provide information about the unique, invaluable, inexpensive and cost effective services provided to many City agencies, the court system, and individuals throughout San Francisco by CCDS.

Background of California Community Dispute Services

CCDS began in 1972 as the founding alternative dispute resolution model program for California. From its inception until 1986, the program was operated by the American Arbitration Association. In July, 1986, it began as an independent non-profit organization. It has been closely associated with the courts and District Attorney's Office since 1980.

CCDS works directly with criminal and civil justice systems and individual complainants to ameliorate community disorder and individual conflicts arising from misdemeanor conduct and civil complaints primarily among people with existing and on-going relationships. CCDS works with other community organizations to alleviate tensions that arise between diverse groups within San Francisco. CCDS provides direct conflict resolution services and education about conflict. It trains arbitrators and mediators who serve throughout California and has helped plan and develop quality conflict resolution programs in California and elsewhere.

Ms. Sandy Brown-Richardson
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CCDS provides the following services: mediation, arbitration, mediation/arbitration, conciliation and facilitation services, training, and technical assistance.

CCDS handles a wide array of cases in San Francisco. Examples include:

Assaults and Batteries	Hit and Run
Attorney/Client Disputes	Inheritance Division
Auto Tampering	Landlord/Tenant Disputes
Bad Checks	Loan Disputes
Business Partner Disputes	Loitering
Contract Disputes	Malicious Mischief
Defrauding an Innkeeper	Merchant/Customer Disputes
Disorderly Conduct	Neighbor/Neighbor Disputes
Division of Property	Noise Complaints
Employer/Employee Disputes	Petty Theft
Malicious Mischief	Phone Harassment
Harassment	Roommate Disputes
Ownership Disputes	Threats
Trespassing	Vandalism
Mistreating Animals	Improperly Operating Pet Stores

CCDS also handles a wide array of citation hearings within the District Attorney's Office. These cases usually involve complaints brought by public agencies against individuals or businesses who fail to comply with statutes. Some of the agencies referring matters for citation hearings are the San Francisco Health Department, San Francisco Fire Department, Animal Care and Control, San Francisco Police Department, Department of Weights and Measures, San Francisco Tax Assessor, and Public Works Department. Examples of types of matters heard by CCDS hearing officers include mistreating animals; maintaining public nuisances; failure to obtain permits or licenses; failure to file tax returns or pay business taxes; selling without a permit; violations of noise ordinances; operating overcrowded clubs; failure to provide adequate fire exits; and vice operations.

The program has become one of the most active and productive in the State despite its small staff and stringent budget. In 1986, the Governor signed into law the Dispute Resolution Programs Act providing support for ADR programs. CCDS was the model for that legislation and is, therefore, in a pivotal position with respect to the ramifications of that legislation. In September, 1992, CCDS' contributions to the ADR field were

Ms. Sandy Brown-Richardson
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further recognized when CCDS was named the model program by Assemblyman Isenberg for the use of ADR within the criminal justice system (AB 1344).

Caseload and Funding

Since 1983, CCDS' caseload has increased dramatically. In 1983-84, CCDS received \$50,000.00 to handle 225 cases in San Francisco. In 1985-86, CCDS received \$105,000.00 to handle 325 cases. Beginning in 1988, CCDS has been funded by the City and County of San Francisco, to receive \$18,000.00 and to handle 100 cases. The caseload has skyrocketed without a commensurate increase in funding.

<u>Year</u>	<u>Service Objective</u>	<u>Actual Services Delivered</u>
1988-89	100	980
1989-90	100	928
1990-91	100	870
1991-92	100	924
1992-93	100	922 (as of 4-30-93)

Currently, CCDS referrals from the District Attorney, Public Defender, Municipal Courts, Police Department and Small Claims Courts average about 90 cases a month.

In years past, CCDS has been able to raise the sum needed to fund the San Francisco program from the private sector. However, with falling interest rates, the recession in California, the existence of competing projects seeking private support, the view of many foundations that they only provide start-up costs, and a perception that on-going support is a public sector responsibility, private support has largely disappeared. And given current economic realities, it is most unlikely that new private funding will be realized. A list of CCDS' attempts to obtain funding and reduce costs is found in Appendix A.

The CCDS program is lean and cost effective. The CCDS program in San Francisco averages approximately \$200.00 per case in costs. This number is a fraction of what a case entering the criminal justice actually costs. While there are no San Francisco studies of case costs available, there are cost studies available for Oakland and Contra Costa County. These reflect that the cost for a misdemeanor case which is resolved without a trial is \$1,108 in Oakland and \$1,231.54 in Contra Costa County.

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The Oakland study indicates the average cost of proceeding to trial on a DUI misdemeanor escalates from \$1,108.00 (no trial) to \$6,457.00 (trial).

The CCDS program directly impacts the workload of many agencies--the Police Investigations Unit; the District Attorney Intake and Trial Units; the Municipal Court; the Superior Court (in the event of an appeal or writ); the public defender or conflicts attorney; diversion program or probation department; the Sheriff's Department in the event a suspect is booked or ordered to serve a period of incarceration; and an array of public agencies whose members are involved in repetitive investigations of the same problem party or parties.

The CCDS program also affects agency costs. Because the CCDS intervention occurs early in the life of a case, usually at the pre-filing stage, the following costs are avoided: overtime for police officer court appearances; booking, housing costs, and/or supervision costs in custody or while serving jail (or SWAP) terms; costs associated with case continuances¹; supervision and restitution collection costs; and costs for discovery, appointment of experts and witness fees. In addition, any fines or other costs associated with jail overcrowding are also avoided. There are additional benefits to investigating agencies as the recidivism rate for those participating in a CCDS hearing appears to be very low. As a result, agencies do not expend resources with repeat complaints about the same parties.

Community Benefits of CCDS

For the reasons already described, CCDS is helping San Francisco stretch its limited resources at a time of a critical financial crisis.

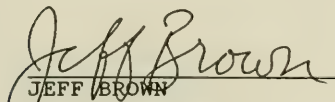
¹A study by National Baseline Information supported by NIJ reveals that case continuances increase case workload by 12-24 percent for the prosecution and the defense. The study found that in Ventura County, continuances increase costs to the prosecutor of \$765,231 and to the defense attorney in the amount of \$315,066. In numbers of attorney full-time equivalent positions, this is 3.15 attorney years for the District Attorney, and 1.52 attorney years for the defense.

Ms. Sandy Brown-Richardson
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May 25, 1993

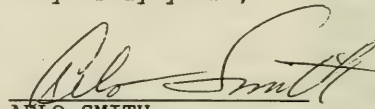
With the resources allotted to the justice system decreasing, there is serious concern that legitimate grievances of the community will go unaddressed. If this occurs, offenders will realize that misconduct will be ignored and victims will be left to conclude that public agencies will not protect them. Such a result will inevitably lead to an increase in criminal acts. When these acts are between people with on-going contact, minor acts may well escalate to serious acts which the court system will be forced to address at a much increased cost.

CCDS is a critical adjunct of the San Francisco justice system. It is able to handle cases which can no longer be prosecuted in the criminal courts. It is able to address cases which affect the quality of life in San Francisco. It is able to provide services economically, with compassion and fairness, while resolving difficult cases which cannot, and should not, be left unaddressed.

Very truly yours,


JEFF BROWN
Public Defender

Very truly yours,


ARLO SMITH
District Attorney

AS:JB:nn
Attachment

APPENDIX

Other Actions Taken to Address Funding Issues:

1. Commercial Loans/Credit Lines: CCDS applied for commercial loans and credit lines from Wells Fargo and Bank of America. As CCDS is without property or other collateral, the loan applications were denied. One private, no-interest loan of \$4,000 has been made to the agency by the Executive Director.
2. Northern California Grantmakers: A request for assistance was turned down as it was felt that CCDS had a "short-fall problem" and not a cash flow problem.
3. State Legislation: The Executive Director spearheaded statewide legislative efforts in 1992 to increase the court filing fees allocated to the support of dispute resolution programs. The effort was successful (SB 1707) and would have increased funding support in San Francisco by 267 percent at no cost to the General Fund. However, the potential impact was mitigated in September by AB 1344 which established State Controller approval of fee allocation increases and removed approval from the local Board of Supervisors for such increases. Assemblyman Isenberg presently is carrying additional legislation to remove from the State Controller all ability to authorize any increases in court filing fees allocated to the support of dispute resolution programs.
4. Private Funding Efforts: CCDS has continued to approach foundations and corporations with grant proposals. However, private funding resources are strained and the success of the program and agency model the institutionalization of its services and the longevity of its relationship with the criminal justice system have removed the agency from consideration as an "innovative, experimental project." Secondly, many of the foundations previously supporting alternative dispute resolution programs have restructured their funding priorities and are no longer funding in this arena. Finally, private donors generally provide support in the special projects category for one to three years and are not interested in providing on-going general operations funding to agencies.

5. Fees for Services: A fee for services program has produced limited results of less than \$500 this year. Upon consultation with constituent agencies, it was decided that it was inappropriate to charge crime victims a fee for services; in addition, no mechanism exists at this time for charging offenders a fee for diversion to CCDS. The agency has produced revenues of \$3,000 for training and consultation services and raised \$3,500 through a donor campaign.
6. Volunteer Program Development: CCDS already uses the services of 150 pro bono (volunteer) mediators, arbitrators and hearing officers. Efforts to recruit student interns capable of professional quality services have produced short-term interns to work for two months.
7. Referral Cutbacks: In recognition of declining resources, CCDS requested that effective February 15, 1993 fewer cases be referred to CCDS each month. As a result, CCDS was prepared to accept only 80-85 referrals per month rather than the 100-115 processed in months proceeding this. Without immediate funding of this supplemental request, CCDS will be forced to further limit its services.
8. Reduction In Forces: On May 12, CCDS announced that three employees would be terminated within two weeks as part of the agency's response to lack of funding support.

Item 3 - File 239-93-2

Item: Resolution approving and authorizing the borrowing of funds for Fiscal Year 1992-93 and the issuance and sale of City and County of San Francisco, California 1992-93 Tax and Revenue Anticipation Notes therefor; and authorizing other official actions in connection therewith.

Amount: Not to exceed \$50 million (see Comment 1).

Description: The City's revenues are not received at a uniform level throughout the year, but rather are received according to when the different sources of revenues become payable to the City. In contrast, the City's expenditures, such as payroll expenditures, tend to be more uniform throughout the year.

According to the Controller, the City typically has a total of over \$1.5 billion in cash on hand at any one time; however, over the last several years, the General Fund's share of the City's cash funds has been shrinking, and in 1992-93 there were several months when the General Fund cash balance was negative. The Controller now estimates that the General Fund will realize a cash shortage of approximately \$32 million by June 30, 1993, at the end of the current fiscal year.

Tax and Revenue Anticipation Notes (TRANs) are short-term (not longer than 13 months) tax exempt securities which are authorized pursuant to the California Government Code and which may be used to "smooth" the City's cash flow. The proceeds from the sale of these notes would be used to pay the City's expenses, in anticipation of the City's receipt of certain revenues (see Comment 2) for fiscal year 1992-93 which are not expected to be received until after June 30, 1993.

The Board of Supervisors has previously authorized the issuance and sale of Tax and Revenue Anticipation Notes for fiscal year 1993-94 in an amount not to exceed \$400 million (File 239-93-1). The proposed resolution (File 239-93-2) would authorize the issuance and sale of such notes in an amount not to exceed \$50 million in order for the City to meet its cash flow needs for fiscal year 1992-93.

According to the proposed resolution, the notes are expected to be sold on or about June 10, 1993 and issued on or before June 30, 1993. The proposed resolution would authorize the Controller to sell the proposed 1992-93 notes to the San Francisco County Transportation Authority (see Comment 3).

The interest rate which the City would pay on the TRANS notes could not exceed ten percent. According to the proposed resolution, the actual interest rate to be paid by the City will be designated by the Controller based on market rates at the time of sale (see Comment 3). The notes would reach maturity on September 30, 1993, at which time they would be required to be repaid in full. However, the notes could be repaid prior to September 30, 1993 at the City's option.

Comments:

1. Mr. Ed Harrington reports that the City is expected to experience a cash shortfall of approximately \$32 million by the end of the current fiscal year on June 30, 1993. Mr. Harrington reports that, although the General Fund is expected to have a cash balance of approximately \$8.1 million on that date, the San Francisco General and Laguna Honda Hospitals will have a combined deficit of an estimated \$40.1 million on June 30, 1993. Since the hospitals are supported by the General Fund, the General Fund will experience a net shortfall of an estimated \$32 million on June 30, 1993, according to Mr. Harrington.

The proposed resolution would authorize the sale of up to \$50 million in TRANS notes for 1992-93. Mr. Harrington reports that he expects approximately \$32 million in notes to be sold pursuant to the proposed resolution in order to meet the City's 1992-93 cash flow needs. The authorization to sell an additional \$18 million, if needed, for a total of \$50 million, is intended to provide the Controller with flexibility in responding to the City's 1992-93 cash flow situation.

2. Mr. Harrington reports that the notes would be issued in anticipation of certain revenues due primarily to the San Francisco General and Laguna Honda Hospitals in 1992-93 which are not expected to be received before June 30, 1993. These revenues include Federal and State reimbursements, including MediCal reimbursements, for medical services which have been provided by the hospitals. Mr. Harrington estimates that the City would have generated outstanding accounts receivable in excess of \$200 million for fiscal year 1992-93 by the end of the year on June 30, 1993. (Since the services for which reimbursements will be made were provided in fiscal year 1992-93, these accounts receivable will accrue to the City, for accounting purposes, as 1992-93 revenues).

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3. Under the proposed resolution, the notes would be sold and issued by the City to the San Francisco County Transportation Authority. The effect of the sale, according to Mr. Harrington, would be a loan of funds to the City by the County Transportation Authority.

The Transportation Authority's excess funds are invested by the San Francisco Treasurer, under an existing agreement between the Treasurer and the Transportation Authority. Mr. Harrington indicates that the Treasurer's investments have realized a rate of return of approximately 7.23 percent over the period July 1, 1992 through June 1, 1993 (the fiscal year to date). In order to ensure that the County Transportation Authority would not realize a loss of return on its investments, Mr. Harrington states that the City would pay an interest rate for the notes equal to the estimated interest rate which the Transportation Authority would earn by investing the funds through the Treasurer. Thus, Mr. Harrington estimates that the interest rate on the TRANS notes would be approximately 7.23 percent.

Under the proposed resolution, the interest rate could not exceed 10 percent, but the actual interest rate applicable to the notes would be "designated by the Controller after taking into account market rates at the time of sale."

4. The Budget Analyst estimates that, if the maximum authorized amount of TRANS notes of \$50 million were issued by the Controller at an interest rate of 7.23 percent, and if the notes were issued on June 30, 1993 and were not redeemed until their maturity date of September 30, 1993 (such that the notes would be outstanding for a period of 3 months), then the total interest cost to the City would be approximately \$903,750.

However, Mr. Harrington indicates that he expects approximately \$32 million in TRANS notes actually to be sold, and he anticipates that the notes would be repaid in full no later than July 31, 1993, since revenues are expected to be received during July, 1993 which would be sufficient to redeem the notes. The Budget Analyst estimates that, if notes in this \$32 million amount were issued at an interest rate of 7.23 percent and redeemed after 30 days, the interest cost to the City would be \$192,800.

5. Mr. Harrington notes that, under Charter section 6.304, temporary loans may be made between the General Fund and the City's Special Funds, with approval of the Board of Supervisors. However, the Charter requires that any such

temporary loans must be repaid prior to May 15 of the fiscal year in which the funds are borrowed. It is therefore impossible to meet the City's cash flow needs for the remainder of 1992-93 through such a temporary transfer of monies among Funds, because it is no longer possible for any monies which were so borrowed to be repaid prior to May 15, 1993.

6. As noted above, the Board of Supervisors has previously authorized the issuance of up to \$400 million in Tax and Revenue Anticipation Notes for fiscal year 1993-94 (File 239-93-1). Mr. Harrington has reported that the City is expected to realize a net increase in revenues as the result of issuing the 1993-94 TRANs notes, because the proceeds from the sale of the 1993-94 notes will be invested, and are expected to realize a higher interest rate to the City than the City's interest cost to finance the notes for 1993-94.

However, Mr. Harrington indicates that the City is not expected to realize interest income from the proposed sale of 1992-93 TRANs notes which are the subject of the proposed resolution. The proceeds from these notes would be used to meet the City's cash flow needs for the remainder of 1992-93 and would not be invested. Therefore, no interest income would accrue to the City through the investment of the proceeds (up to \$50 million) of the proposed 1992-93 notes.

Recommendation: Approve the proposed resolution.

Item 4 - File 30-93-10

1. This item is a resolution to fix patient day rates for services furnished by City and County health care institutions and to rescind Resolution No. 764-92.

2. The proposed resolution would fix patient day rates for Fiscal Year 1993-94 for services provided by City and County health institutions and health care facilities and would rescind Resolution No. 764-92 (File 30-92-8) which established the prior rate schedule for Fiscal Year 1992-93. The proposed rates apply only to private payors (patients who pay their own medical bills) and third party payors (private insurance companies). Medi-Cal, Medicare and other State and Federal subventions are excluded from this rate structure.

3. The attached tables provide the current and proposed patient day rates for services provided by San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), Community Public Health Services (CPHS), Community Mental Health Services (CMHS) and Community Substance Abuse Services (CSAS). The Department of Public Health (DPH) reports that the revised fee structure is based on a variety of factors, including 1) generally prevailing rates charged by medical facilities in the Bay Area for similar inpatient and outpatient services, 2) reimbursement analysis and 3) the Consumer Price Index.

Comments

1. The City receives approximately three percent of its total revenues from private individuals or third party payors. The DPH proposed Fiscal Year 1993-94 budget includes approximately \$36 million in patient revenues or approximately 7.5 percent of its non-General Fund revenues from private payors and third party payors. The \$36 million included in the DPH Fiscal Year 1993-94 budget for private payors and third party payors is based on approval of the proposed increases in patient day rates for Fiscal Year 1993-94.

2. As noted on the attached tables, there is no increase in rates for the following CSAS services: Residential - Detoxification services, Residential care services, Recovery Home services and Methadone Treatment services. The DPH advises that there is no increase in rates for these services because per unit costs for these services have not increased.

3. As noted on the attached tables, CMHS rates, with the exception of Emergency Crisis and Case Management rates, are less than they were in Fiscal Year 1992-93. Ms. Susan Ehrlich of the DPH advises that because the State changed the way Mental Health costs are reported, the rates per unit are lower than last year, which enabled the DPH to reduce their charges for most Mental Health services.

4. Schedules of rates for laboratory services and certain other hospital services are not shown in the proposed resolution because SFGH and LHH have hundreds of prices for various lab and special services. The rates for these services

are charged from a special price list and may change during the fiscal year based on cost accounting studies at the hospitals.

5. The proposed legislation fixes patient day rates for LHH, CPHS, CSAS and CMHS effective July 1, 1993. Ambulance Service rates and SFGH rates would be retroactive to January 1, 1993 and March 1, 1993 respectively. Therefore, the proposed legislation should be amended to authorize the DPH to retroactively fix the proposed patient day rates for Ambulance Service and for SFGH.

Recommendations

Amend the proposed resolution to authorize the DPH to retroactively fix the proposed patient day rates for Ambulance Service to January 1, 1993 and for SFGH to March 1, 1993, and approve the proposed resolution as amended.

	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
<u>SAN FRANCISCO GENERAL HOSPITAL</u>				
Medical Surgical	Day	\$682	\$740	8.5
Intensive Care	Day	2,015	2,188	8.6
Coronary Care	Day	1,917	2,081	8.6
Chest-Pulmonary	Day	1,949	2,117	8.6
Stepdown Units	Day	1,314	1,427	8.6
Pediatrics	Day	780	847	8.6
Obstetrics	Day	623	677	8.7
Nursery				
Well Baby	Day	488	530	8.6
Observation	Day	650	706	8.6
Semi-Intensive Care	Day	1,170	1,270	8.5
Intensive Care	Day	1,689	1,834	8.6
Labor/Delivery	Day	623	677	8.7
	Hour	49	53	8.2
Psychiatric Inpatient	Day	747	811	8.6
Psychiatric Forensic Inpatient	Day	747	811	8.6
AIDS Unit - 5-A	Day	747	811	8.6
Security Unit - 7D	Day	682	740	8.5
<u>Surgical Services</u>				
Minor Surgery Pre-Op				
Holding Room	Room	110	119	8.2
Minor Surgery I				
(Come & Go)	1/4 Hour	156	170	9.0
	1/2 Hour	312	338	8.3
	3/4 Hour	468	508	8.5
	1 Hour	623	677	8.7
	Add'l 1/4 Hour	156	170	9.0
Minor Surgery II				
	1 Hour	676	734	8.6
	Add'l 1/2 Hour	337	366	8.6
Major Surgery Pre-Op				
Holding Room	Room	110	119	8.2

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	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
Major Surgery 1	1 Hour	\$1,007	\$1,094	8.6
	Add'l 1/2 Hour	351	382	8.8
Major Surgery II	1 Hour	1,137	1,235	8.6
	Add'l 1/2 Hour	363	394	8.5
Major Surgery III	1 Hour	1,266	1,375	8.6
	Add'l 1/2 Hour	468	508	8.5
Extraordinary Surgery	1 Hour	1,429	1,552	8.6
	Add'l 1/2 Hour	519	564	8.7
Surgery 2 Teams	Procedure	1,980	2,150	8.6
	Add'l 1/2 Hour	665	723	8.7
Surgery 3 Teams	Procedure	2,568	2,789	8.6
	Add'l 1/2 Hour	864	938	8.6
Recovery Room	1 Hour	390	423	8.5
	2nd Add'l 1 Hour	93	101	8.6
	3rd Add'l 1 Hour	58	63	8.6
Anesthesia	1/2 Hour	309	336	8.7
	Add'l minute	10	11	10.0
Argon Laser Treatment	Procedure	1,021	1,109	8.6
Therapeutic abortion	Procedure	175	190	8.6
Emergency Clinic				
Level 1	Room	64	70	9.4
Level 2	Room	88	95	8.0
Level 3	Room	111	120	8.1
Level 4	Room	204	222	8.9
Level 5	Room	467	507	8.6
Level 6	Room	1,109	1,204	8.6
Non-Critical Observation	0-2 Hours	64	70	9.4
	2-4 Hours	187	203	8.6
	4-6 Hours	321	349	8.7
Critical Observation	0-2- Hours	187	203	8.6
	2-4 Hours	374	406	8.6
	4-6 Hours	554	602	8.7
Resuscitation		1,109	1,204	8.6

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June 9, 1993

	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
<u>General Clinic</u>				
Initial Patient Visit				
Brief Examination	Visit	\$62	\$67	8.1
Initial Intermediate	Visit	104	113	8.7
Initial Comprehensive	Visit	216	235	8.8
Established Patient				
Brief Examination	Visit	41	44	7.3
Intermediate	Visit	62	67	8.1
Comprehensive	Visit	146	158	8.2
Use of Exam ination Room	Room	29	32	10.3

Ambulance Billing

Advance Life Support	Response	484.65	518.58	7.0
Per Mile	Mile	10.18	10.89	7.0
Night Call	Call	57.67	61.71	7.0
Emergency	Call	63.33	67.76	7.0
Basic Life Call	Response	269.25	288.10	7.0
Per Mile	Mile	10.18	10.89	7.0
Night Call	Call	57.67	61.71	7.0
Oxygen	Unit	48.63	52.03	7.0
Cardiac Monitor	Unit	57.08	61.08	7.0
Non-Transport Response	Unit	63.33	67.76	7.0
Supplies & Drugs	Unit	Special List Price		

LAGUNA HONDA HOSPITAL

Regular Hospital Rates

Acute	Day	830	850	2.4
Rehabilitation	Day	666	850	2.8
Skilled Nursing Facility	Day	230	250	8.7
All-Inclusive Rates				
Acute	Per Diem	1,046	1,075	2.8
Rehabilitation	Per Diem	943	1,075	14.0
Skilled Nursing Facility	Per Diem	230	270	17.4

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	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
<u>COMMUNITY MENTAL HEALTH SERVICES</u>				
Emergency Crisis	24 Hours	\$1,100	\$1,200	9.0
Inpatient	24 Hours	900	850	-5.6
Partial Day Care				
Habilitative	Per Day	150	110	-2.7
Intensive	Per Day	250	190	-2.4
Socialization	Per Day		50	-
Outpatient				
Collateral	Per Occurrence	175	115	-3.4
Assessment	Per Occurrence	375	235	-3.7
Individual	Per Session	310	150	-5.2
Group	Per Session	150	100	-3.3
Medication	Per Visit	225	150	-3.3
Crisis	Per Episode	375	325	-13.3
Case Management	1/4 Hr.	-	35	-
<u>COMMUNITY SUBSTANCE ABUSE SERVICES</u>				
Residential - Detoxification	24 Hours	70	70	0.0
Residential	24 Hours	80	80	0.0
Recovery Home	24 Hours	70	70	0.0
Therapeutic Community	24 Hours	55	70	27.3
Outpatient (includes detoxification)	Per Contact	90	108	20.0
Methadone Treatment	1 Hour	26	26	0.0
Prevention/intervention	1 Hour		25	-
Day Care - Habilitative	Per Contact		108	-
<u>PUBLIC HEALTH</u>				
New Patient - Adult				
Comprehensive Exam	Visit	\$123	\$134	8.9
Intermediate Exam	Visit	74	80	8.1
Limited Exam	Visit	53	58	9.4
Brief Exam	Visit	41	45	9.6

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	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
Established Patient - Adult				
Comprehensive Exam	Visit	\$91	\$99	8.8
Intermediate Exam	Visit	46	50	8.7
Extended Exam	Visit	61	66	8.2
Limited Exam	Visit	36	39	8.3
Brief Exam	Visit	25	27	8.0

Items 5, 6, 7, 8, 9 and 10 - Files 142-93-2, 142-93-2.1, 142-93-2.2, 142-93-3, 142-93-3.1 and 142-93-3.2

Department: Public Utilities Commission (PUC)

Item: Water Department Rates for Retail and Wholesale Customers

Description: 1. File 142-93-2 is a resolution making a finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed revised schedule of rates to be charged by the San Francisco Water Department for water supplied to its suburban resale customers. File 142-93-2.1 is a resolution approving the revised schedule of rates to be charged by the San Francisco Water Department for water service and water supplied to its suburban resale customers; File 142-93-2.2 is a resolution disapproving the revised schedule of rates to be charged by the San Francisco Water Department for water service and water supplied to its suburban resale customers. Since the Board of Supervisors can only accept or reject the San Francisco Water Department's revised schedule of rates to be charged for water supplied to its suburban resale customers, one of these resolutions should be approved and one should be disapproved.

2. File 142-93-3 is a resolution making a finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of a proposed revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas. File 142-93-3.1 is a resolution approving the revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas; File 142-93-3.2 is a resolution disapproving the revised schedule of rates to be charged by the San Francisco Water Department for retail water service in San Francisco and suburban areas. Since the Board of Supervisors can only accept or reject the San Francisco Water Department's revised schedule of rates to be charged for retail water service in San Francisco and suburban areas, one of these resolutions should be approved and one should be disapproved.

3. The Board of Supervisors can only approve or disapprove the rate schedules submitted by the Public Utilities Commission. The proposed rate schedules cannot be amended by the Board. If the Board wishes to approve the proposed schedule of rates (Files 142-93-2.1 and 142-93-3.1) a majority vote is required. If the Board wishes to disapprove the proposed schedule of rates (i.e., by approving the resolutions

contained in File 142-93-2.2 and 142-93-3.2) a two-thirds vote is required.

4. The San Francisco Water Department delivers water on a wholesale basis to 30 water agencies outside the City and County of San Francisco (suburban resale customers). In 1984, the Department and its suburban resale customers approved a settlement agreement and master water sales contract. This agreement resolved litigation pending since 1974 and established a method by which suburban resale rates are calculated each year. Under the agreement, cost accounting and rate setting is divided and based on the distinct costs of providing water services to City retail customers as opposed to "Suburban Resale" customers who purchase water on a wholesale basis. The City sets the wholesale water rates to recover all costs associated with providing water to the Suburban Resale Customers, plus a rate of return on all debt funded assets and future revenue funded assets.

The PUC is proposing that wholesale rates for suburban resale customers decrease by 33.19% on average. This rate decrease is based on overpayments by suburban customers, estimated at approximately \$3.1 million in 1992-93, which has created a surplus in the Suburban Resale Balancing Account. Part of the reason for the surplus was that rates for suburban customers were set at above cost in 1992-93 to make up a prior year underpayment by suburban customers that approximated \$8.0 million. When drought conditions ended in February, 1993, consumption increased, thus helping to eliminate the underpayment deficit and create a surplus that now can only be applied to costs associated with serving the suburban resale customers. This surplus, plus anticipated increased consumption levels that will increase revenues and the fact that current rates exceed costs has resulted in a rate calculation that is 33.19% below current rates.

5. The PUC recommends an average rate increase of 14% for the City's retail customers and its retail customers in suburban areas. The table on the next page shows the effect of this increase on typical retail customers of the San Francisco Water Department. This rate increase of 14% is consistent with a financial plan previously adopted by the PUC and the Board of Supervisors (see point 6 below).

MONTHLY COMPARISON OF CURRENT WATER RATES
VS.
14% WATER RATE INCREASE; TYPICAL SAN FRANCISCO CUSTOMERS

PLAN 1

<u>Type</u>	<u>Estimated Units of Consumption*</u>	<u>Current Charge</u>	<u>Charge at 14% Increase</u>	<u>Cost Difference</u>	<u>% Increase</u>
Average Single-Family	7	\$8.68	\$9.94	\$1.26	14.52%
12 Unit Apartment	29	35.81	40.78	4.97	13.88%
Large Apartment	307	347.08	394.94	47.86	13.79%
Apartment Complex	2,224	2,138.33	2,432.18	293.85	13.74%
Residential Hotel	517	499.65	568.24	68.59	13.73%
Restaurant	378	356.97	406.06	49.09	13.75%
Large Office Building	575	587.48	668.30	80.82	13.76%
Department Store	1,286	1,225.24	1,393.52	168.28	13.73%
Hospital	2,264	2,174.21	2,472.98	298.77	13.74%

* One unit equals 748 gallons of water.

6. In 1990-91, a five year financial plan was proposed by the Public Utilities Commission, and approved by the Board of Supervisors during the water rate review process, that projected regular rate increases of 14 percent for five years through 1994-95. Increases of 14 percent annually were projected on future funding needs, irrespective of water availability. The financial plan utilized bond-funding of capital projects as a rate stabilizing tool to give the customers a graduated increase in rates. Had debt financing not been used, rates would have had to increase by as much as 93% in a two year period.

Consequently, base rates (i.e., not including excess use charges during drought conditions) for retail customers increased by 14% in 1990-91, 1991-92 and 1992-93. This same base rate

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increase is proposed for 1993-94. According to the financial plan adopted in 1990, the series of 14% annual increases was scheduled to end at the close of 1994-95 when the water rate base was expected to be sufficient to meet both regular operating expenses and allow "pay-as-you-go" funding of capital projects.

7. However, according to the Water Department's most recent "Revenue Requirements Analysis", a future bond proposal is now being reconsidered for capital projects, including a water treatment plant. A ballot measure will probably be proposed for June, 1994 in order to request authorization for revenue bonds to fund new or upgraded operating facilities.

8. Attachment 1 to this report summarizes the financial results and projections used to develop the rate proposals contained in this proposed legislation. Projected revenues are based on the (a) proposed 14% rate increase for retail customers and in the proposed 33.19% decrease for suburban wholesale customers plus (b) the assumed consumption of approximately 85% of pre-drought (i.e., pre - 1987) retail and wholesale water usage. The Water Department notes that consumption levels have not yet achieved this assumed level since the drought declaration ended in February, 1993.

Comments

1. The Budget Analyst notes that the projected Department-wide operating costs of \$64.1 million for 1993-94 are approximately \$6.2 million, or 10.7% more than estimated actual expenditures of \$57.9 million for 1992-93 despite an expected salary freeze. The \$64.1 million was the amount included in the Department's 1993-94 budget request to the Mayor, as approved by the Public Utilities Commission.

The Water Department states that the increase of \$6.2 million is due primarily to an equipment purchase increase (\$800,000) increased County Wide Cost Allocation (overhead) expenses (\$400,000), increased pumping power expense (\$1.8 million), expected mitigation expenses related to the State Water Resources Board "Delta Decision" (\$1.0 million) and various increases (not salary increases) to the Department's salary base and operating costs (approximately \$2.2 million). The Water Department's 1993-94 budget, as recommended by the Mayor, is now being reviewed by the Budget Analyst for the forthcoming budget hearings to be held by the Budget Committee of the Board of Supervisors.

The operating costs discussed above do not include the 1992-93 equity transfer of \$4.7 million to the General Fund or capital spending (see point 2 below).

2. The Department's 1993-94 budget for capital improvement and facilities maintenance projects has decreased by \$4.7 million from \$24.0 million as originally approved (\$20.2 million as revised) in the 1992-93 budget to approximately \$15.5 million. Although some capital projects are now funded through bonds outside of the budget, the Department states that their level of funding for capital projects is considerably less than the desired level for the City's water system.

3. Prior to the Mayor's review of the 1993-94 Water Department budget, the Water Department's projected ending balance for 1993-94 was zero. This means that the Water Department had no contingency reserves built into its budget. Should emergency expenditures arise, capital projects would have to be de-obligated to cover unanticipated such expenses in 1993-94. We note however that the Mayor's recommended 1993-94 Water Department budget reduced the Department's expenditure request by approximately \$900,000 thus creating a small reserve of \$700,000 for City costs and \$200,000 for suburban costs.

4. In accordance with a request of the Board of Supervisors that is pending before the Public Utilities Commission, the Budget Analyst will be conducting a comprehensive management audit of the Water Department during the 1993-94 fiscal year.

Reductions in expenditures resulting from economies identified in the management audit will be referred to the PUC for consideration of a future rate reduction.

Recommendation: Approve items 5 and 8 (File 142-93-2 and 142-93-3) finding that no tax subsidy will be required by the San Francisco Water Department by reason of approval of the proposed revised schedules of rates.

Approval of the resolutions proposing water rate increases are policy matters for the Board of Supervisors.

	1991-92 Actual		1992-93 Estimated Actual		1993-94 Estimated	
	City	Suburban Resale	City	Suburban Resale	City	Suburban Resale
Beginning Unappropriated Balance 7/1	\$1,096,000		\$5,403,205	\$5,403,205	\$4,993,273	\$4,993,273
Estimated Beginning Balance - Balancing Account	8,099,973	(8,099,973)	7,153,738	(7,153,738)	(3,115,947)	3,115,947
REVENUES						
Sale of Water	\$32,035,865	\$80,075,082	\$39,981,150	\$81,228,511	\$50,300,000	\$47,397,856
Water Purchase Surcharge	6,279,814	6,279,814	3,500,000	3,500,000	4,124,000	4,124,000
Excess Use Charge	4,500,000	4,500,000	3,000,000	3,000,000	2,500,000	2,500,000
Rents	3,795,385	3,795,385	2,500,000	2,500,000	2,300,000	2,300,000
Interest	3,196,896	3,196,896	2,500,000	2,500,000	1,600,000	1,600,000
Service Charges	2,245,038	2,245,038	1,500,000	1,500,000	2,200,000	2,200,000
Miscellaneous	1,342,732	1,342,732	75,000	75,000	\$63,024,000	\$47,397,856
Land Sales			\$53,836,150	\$51,728,511	\$64,841,326	\$110,421,856
Total Revenue	\$53,395,730	\$101,434,947	\$66,393,093	\$54,574,773	\$120,967,866	\$115,355,129
TOTAL SOURCES OF FUNDS	\$62,591,703	\$102,530,947				
ALLOCATION OF FUNDS						
BUDGETED EXPENDITURES						
Operating Costs	\$34,052,362	\$18,054,537	\$36,769,368	\$21,131,717	\$43,742,163	\$20,399,857
Purchase of Water (Heich Hetchy)	10,575,620	3,966,380	9,355,483	5,186,517	9,644,620	7,597,380
Purchase of Water (Other Sources)	3,981,324	6,277,302	1,547,600	2,452,400	188,450	311,550
G.O. Bond Debt Service	2,110,111		2,002,795		1,690,555	
Revenue Bond Debt Service	7,088,660		14,376,485		15,279,854	
CIP/PM Projects	30,465,000		20,167,900		15,500,700	
AWSS Work Order			1,000,000		1,000,000	
TOTAL BUDGETED EXPENDITURES	\$88,253,077	\$28,298,219	\$85,219,631	\$28,770,634	\$87,046,342	\$28,308,767
NONBUDGETED EXPENDITURES						
Capital Deobligation/Closures			(1,655,672)			
Water Purchase Carry Forward	(10,238,626)		(1,000,000)			
Suburban Depreciation Cost	(4,622,657)	4,622,657	(6,465,118)	6,465,118	(5,808,552)	5,808,552
Suburban Return on Investment Cost	(13,516,656)	13,516,656	(15,650,775)	15,650,775	(16,583,421)	16,583,421
Interest on Suburban Resale			(572,299)	572,299	186,957	(186,957)
Balancing Account	(655,450)	655,450				
Close outs/Capital Deobligation	(9,184,928)					
Total Non-Budgeted Expenditures	(38,218,317)	18,794,763	(25,343,864)	22,588,192	(22,205,016)	22,205,016
TOTAL ALLOCATION OF FUNDS	\$50,034,760	\$47,092,982	\$59,875,767	\$51,458,826	\$64,841,326	\$50,513,803
Equity Transfer to General Fund						
Estimated Ending Balancing Account	(\$7,153,738)	\$7,153,738	(\$3,115,947)	\$3,115,947		
Estimated Unappropriated Balance 6/30	\$5,403,205	\$5,403,205	\$4,993,273	\$4,993,273	0	0

**BOARD OF SUPERVISORS
BUDGET ANALYST**

Item 11 - File 127-93-5.1

Note: A previous item (File 127-93-5) which increases the Utility User's Tax by 0.5% from 6.5% to 7% has been recommended by the Budget Committee.

Item: Ordinance amending the San Francisco Municipal Code pertaining to the Utility Users' Tax to delete sunset provisions adopted in July, 1992 and to increase the tax rate from the current level of 6.5% to 7.5%, effective July 1, 1993.

Description: In June, 1992, the Mayor's proposed budget was supported, in part, by \$11.0 million in new revenue from increased Utility Users' taxes and extension of the tax on telephone users to interstate and international telephone calls. The Utility Users' tax rate was increased by 1.5 percent from 5.0 percent to 6.5 percent for Gas, Electricity, Water and Steam users. For Telephone users, the tax rate was increased by 1.0 percent from 5.5 percent to 6.5 percent. The tax increase and extension on telephone users was imposed for an eleven month period, beginning August, 1992. The Board of Supervisors approved the tax increase and extension. Under the current wording of the Municipal Code, the tax increase and extension on telephone users for interstate and international telephone calls will 'sunset' on June 30, 1993.

The proposed ordinance would amend the Municipal Code to delete any reference to a sunset date for the tax increase and for the extension to interstate and international telephone calls. The Municipal Code would be further amended to increase the rate for the Utility Users' Tax from the current level of 6.5% to 7.5%, effective July 1, 1993.

The Controller's current Fiscal Year 1993-94 Utility Users' Tax revenue estimate, taking into account the June 30, 1993 sunset clause, is \$27,862,000. Should the tax rate increase to 7.5%, the estimated increase in revenues on an annual basis would be \$18.0 million, resulting in total estimated revenues of \$45,862,000.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 12 File 286-93-1

1. This item is a hearing to consider the establishment of a Hospital Assessment District in San Francisco and the potential revenues such a district could raise. Normally, special assessment districts can be created in order to assess property within a jurisdiction in relation to the extent to which such properties receive enhanced, preserved, or protected value as a result of the availability of specific services.

2. The Department of Public Health, including the Department of Public Health Central Office, Community Mental Health, Laguna Honda Hospital and San Francisco General Hospital, has a Fiscal Year 1992-93 total budget of approximately \$624 million. The net General Fund amount included in the 1992-93 budget is approximately \$153 million. It is anticipated that the Mayor's proposed 1993-94 budget will substantially reduce the City and County's General Fund contribution to the Department of Public Health.

3. Mr. Burke Delvanthal, Deputy City Attorney, is currently researching whether or not any California statutes exist that specifically permit the establishment of a Hospital Assessment District. According to Mr. Delvanthal, under the normal laws governing creation of a Special Assessment District, assessments could only be made to support services that enhance, preserve or protect property values, such as fire protection services. It is doubtful, in Mr. Delvanthal's preliminary opinion, that this criteria can be applied for public health or hospital services. Moreover, Mr. Delvanthal states that even if a Hospital Assessment District could be created legally during the next fiscal year, that no revenues could be realized in the next fiscal year due to the substantial lead time required for implementation of the Special Assessment District, establishment of assessed values for all property located in the City and collection of special property assessments.

Item 13 - File 101-93-3

Note: This item was continued by the Budget Committee at its meeting of June 2, 1993.

Item: This item is a hearing to consider the City Attorney's opinion relating to the power of the Board of Supervisors to place reserves on appropriations.

Description: On May 21, 1993, the City Attorney's Office issued an opinion to all members of the Board of Supervisors regarding the "Power of the Board of Supervisors to Place Reserves on Appropriations." Under this opinion, the City Attorney states that the Board of Supervisors may not, for example, impose a reserve on an appropriation for contractual services, to be lifted after the department has selected the contractor. According to the City Attorney's Office, this practice is a violation of Charter Section 2.401, since a reserve on an appropriation may not be used to interfere with a department's administrative affairs. Furthermore, the City Attorney states that the Board of Supervisors may not delegate the power to release a reserve to a committee of the Board of Supervisors, in contrast, to the full Board of Supervisors, because this is inconsistent with the general principles prohibiting the delegation of legislative discretion.

Comments:

1. In response to the City Attorney's opinion, on May 26, 1993, Supervisor Kennedy issued a letter to Supervisor Migden and Members of the Budget Committee (Attachment 1). As reflected in this letter, the recent City Attorney opinion was "rendered by the same person who formerly served as the Chair of the Finance Committee of the Board of Supervisors when she herself placed such reserves on appropriations for contractual services. She placed these reserves in order to provide the Board of Supervisors with the same information that she now says the Board of Supervisors is not entitled to do through the reserve process. This is ridiculous".
2. Historically, it has been the practice of the Budget Analyst, under direction from the members of the Budget (formerly Finance) Committee, to make recommendations to place reserves on appropriations to departments for contractual services and other expenditure items, when specific information pertaining to fiscal as well as other data was not yet available from the Department requesting the appropriation. For example, the Board of Supervisors has inquired regarding selected contractor(s), the hourly rates, the cost details and total costs of the contract, the work to be performed and the MBE/WBE/LBE status of the contractor(s). Once such information was provided

to the Board of Supervisors, the Board would subsequently release the reserves which the Board has placed on such funds.

3. Under this new opinion by the City Attorney, there is nothing to prevent the Board from requesting the Department to subsequently provide such information after the appropriation is approved and, for example, after the contract is awarded. However, under this City Attorney opinion, the Board of Supervisors would not be able to reserve the appropriation in order to determine various fiscal details and MBE/WBE details through the reserve process in order to ensure that the Board receives such information prior to the actual expenditure of the appropriation.

4. Furthermore, frequently, the actual awarded contract is for less than the department had originally requested. As shown in the example from the June 2, 1993 Government Efficiency and Labor Committee (Attachment 2), the Department of Public Works initially requested authorization to expend \$182,552 for the planting of trees City-wide, using small local businesses as contractors. The \$182,552 had been placed on reserve by the Board of Supervisors, since the contractors had not yet been selected and the related budgetary and MBE/WBE/LBE information was not available. As shown in this attachment, based on the Request for Proposal process, two contractors were selected at a total cost of only \$147,535, not the \$182,552 that was originally requested, resulting in a savings of \$35,017. If the Board of Supervisors had not placed the reserve on the \$182,552, all of the funds would have been appropriated to the Department of Public Works at the outset. Whether or not the savings of \$35,017 would have been ultimately expended is uncertain. What is certain is that without the Board's reserve, the Board would not have known prior to the appropriation approval, that the amount being appropriated was in excess of the Department's needs.

5. As reflected in Attachment 1, Supervisor Kennedy states that if the City Attorney refuses to permit the Board of Supervisors to reserve any appropriations for contracts or other types of expenditures, such items should, instead, be disapproved by the Board of Supervisors. The City Attorney concurs that the Board of Supervisors can reject or cut any proposed appropriation based upon the Board's own conception of the public welfare.

6. According to Mr. John Madden of the Controller's Office, the number of previous outstanding reserves or the total amount of reserves that have been placed as appropriations by the Board of Supervisors is not readily available.

BOARD OF SUPERVISORS
BUDGET ANALYST

7. Mr. Ted Lakey of the City Attorney's Office reports that the recent City Attorney's opinion is prospective. According to Mr. Lakey, all previous reserves which were placed by the Board of Supervisors will remain intact. To release each of these existing reserves, the respective departments will be required to follow the same practice that has previously been used and the Board of Supervisors' committees will continue to be authorized to release these existing reserves.

8. The Budget Analyst strongly believes that the information previously requested by the Board of Supervisors should be obtained by the Board prior and not subsequent to the approval of appropriations. Obtaining such information on an after-the-fact basis would defeat the intent of the Board of Supervisors which is to obtain all pertinent fiscal and other information before the Board votes on appropriations.

9. The Budget Analyst seeks direction from the Board of Supervisors as to whether or not the Budget Analyst should continue to recommend reserves as the Board of Supervisors has previously asked him to do. Supervisor Kennedy has requested that the Budget Committee direct the Budget Analyst to continue to make such recommendations to place reserves on appropriations when fiscal, MBE/WBE and other pertinent information is inadequate or is unknown at the time when Departments seek approval from the Board of Supervisors to expend funds.

10. The City Attorney has advised the Budget Analyst that there has been some misinterpretation of the City Attorney's opinion in that the Board of Supervisors can continue to reserve appropriations for contracts and other expenditures at such times that the Board of Supervisors is not provided with all of the fiscal details relating to the expenditures. Therefore, the Budget Analyst now concludes that there is no problem with the City Attorney's opinion with respect to placing reserves on expenditures in order for the Board of Supervisors to receive additional fiscal details. With respect to the reserves placed on contracts to determine the MBE/WBE status of the contractors, which in the opinion of the City Attorney interferes with Charter Section 2.401, the Budget Analyst will obviously abide by whatever decision the Board of Supervisors decides to make on this matter.

Commissioner & Chair
San Francisco County
Transportation Authority



Member
Board of Supervisors
City and County of San Francisco

Member,
Select Committee on Base Closures

WILLIE B. KENNEDY

Chair,
Economic Vitality & Social
Policy Committee

May 26, 1993

TO: Supervisor Migden, and members of the Budget Committee
FROM: Supervisor Kennedy
RE: City Attorney's Opinion of May 21, 1993

Dear Supervisor Migden and Members of the Budget Committee:

I want to express my strongest concern on the May 21, 1993 opinion from the City Attorney's Office regarding the Power of the Board of Supervisors to Place Reserves on Appropriations. I find this opinion to be incredulous. The City Attorney is stating that the Board of Supervisors cannot place reserves on appropriations for contracts, in order to determine the MBE/WBE status of the contracts or to determine the contractual details such as hourly rates and the number of hours of service to be provided. This opinion has been rendered by the same person who formerly served as the Chair of the Finance Committee of the Board of Supervisors when she herself placed such reserves on appropriations for contractual services. She placed these reserves in order to provide the Board of Supervisors with the same information that she now says the Board of Supervisors is not entitled to do through the reserve process. This is ridiculous.

I believe the Board should not accept this opinion and instead should retain outside counsel to get better advice. Furthermore, it is very clear in the Charter that the Board of Supervisors can cut appropriations. It is my opinion that if the City Attorney refuses to permit the Board of Supervisors to reserve any appropriations for contracts or other types of expenditures, such items should, instead, be disapproved by the Board of Supervisors. In the meantime, I am requesting that you direct our Budget Analyst to continue to recommend the reserves as this Board has asked him to do. Otherwise, we will be substantially relinquishing our opportunity to obtain essential information that we need now and will also need during the forthcoming budget process.

I hope that the Budget Committee feels just as strongly about this matter as I do and I greatly appreciate your prompt attention and support of this matter.

Sincerely,

Willie B. Kennedy
Willie B. Kennedy

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1f - File 148-92-8.1

Department: Department of Public Works (DPW)

Item: Release of Reserved Funds in the amount of \$182,552 for the planting of 2,271 trees City-wide.

Amount: \$182,552

Description: In November, 1992, the Board of Supervisors approved a Resolution (File 148-92-8) authorizing the DPW to apply for, accept and expend Federal funds in the amount of \$182,552 for the planting of trees, using small local businesses as contractors. The entire grant amount of \$182,552 was placed on reserve pending identification of the contractors, specific budget details of the contractors, and the MBE/WBE status of the contractors.

The DPW now reports that two contractors have been selected through a Request for Proposal (RFP) process and that only \$147,535 of the total \$182,552 placed on reserve is requested for release at this time for the two contracts and for materials and supplies. The two contractors are Bay Area Landscaping Frank & Grossman, Inc. and Mori Hatsushi & Associates, neither of which is an MBE or a WBE firm. Ms. Mary Gin Starkweather of the Human Rights Commission reports that because the tree planting project is funded through Federal grant monies, the contractors are exempt from the MBE/WBE Ordinance. The budget information for the project is as follows:

Bay Area Landscaping Frank & Grossman

Labor for planting 2,000 trees	
approximately \$32.50/tree	\$64,997

Mori Hatsushi & Associates

Labor for planting 271 trees	
approximately \$154/tree	<u>41,676</u>

Subtotal Contractual Labor Costs	\$106,673
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Materials and Supplies

Trees	\$38,594
Stakes & Straps	<u>2,268</u>

Subtotal Materials and Supplies	<u>40,862</u>
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Total Contractual Costs	\$147,535
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Comment: Mr. McKenna advises that Bay Area Landscaping Frank & Grossman, Inc. would plant approximately 2,000 landscape trees on Brotherhood Way and Sunset Boulevard. Mori Hatsushi & Associates would plant approximately 271 street trees at various City-wide locations. Mr. McKenna states that street trees are more expensive to plant than landscape trees (\$154 per tree vs. \$32.50 per tree) because each tree is planted individually, the trees are larger, and the planting involves more preparation and logistics planning. For example, one tree may be planted on one block and the next one may be planted five or six blocks away. The removal of portions of sidewalks may be necessary as well as obstruction of pedestrian traffic. Mr. McKenna advises that street tree planting is more labor intensive than planting landscape trees, which are smaller trees planted in groups in a landscape setting.

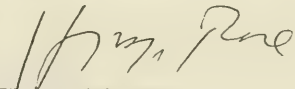
Recommendation: Release reserved funds in the amount of \$147,535 and continue to reserve \$35,017 (\$182,552 less \$147,535).

Memo to Budget Committee
June 9, 1993

Item 14 - File 100-93-2.1

Note: This item was continued by the Budget Committee at its meeting of June 2, 1993.

This item is a hearing to consider reports by the Mayor and the Controller on the status of the Mayor's recommended 1993-94 budget.



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

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CALENDAR - *Actions Taken*

**MEETING OF
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

DOCUMENTS DEPT.

JUN 17 1993

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, JUNE 16, 1993 - 2:00 P.M.

LEGISLATIVE CHAMBER, 2ND FLOOR
CITY HALL

PRESENT: SUPERVISORS MIGDEN, HSIEH, ALIOTO

ABSENT: SUPERVISOR ALIOTO - ITEM 16

CLERK: KAY GULBENGAY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

1. File 27-93-11. [Airport Administration] Resolution approving Airport Contract No. 3249, approving a declaration of emergency, emergency asbestos removal, lower roadway lights, San Francisco International Airport - \$105,000. (Airports Commission)

ACTION: Hearing held. Recommended.

2. File 283-93-1. [Reimbursement Resolution] Resolution declaring the intent of the City and County of San Francisco to reimburse certain capital expenditures, Fine Arts Museum (M. H. deYoung Memorial Museum) from proceeds of future indebtedness; and approving and ratifying previous actions. (Supervisor Alioto)

ACTION: Hearing held. Recommended.

3. File 161-93-5. [Redevelopment Agency Budget] Resolution approving an Interim Budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94. (Redevelopment Agency)

ACTION: Hearing held. Continued to June 23, 1993 meeting.
(To be heard during Budget Department hearings with Annual Budget of the San Francisco Redevelopment Agency for Fiscal year 1993-94.)

4. File 101-93-1. [Interim Annual Appropriation Ordinance] Interim ordinance appropriating all estimated receipts and all estimated expenditures for the City and County of San Francisco for fiscal year ending June 30, 1994. (Controller)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted. Amended per recommendations of Budget Analyst report, dated 6/14/93, page 9 regarding Controllers recommendations relating to charges and deductions for various services, such as charges for meals at San Francisco General Hospital and cost for meals at the O'Shaughnessy Guest Cottage; and on page 6 regarding recommendations for exceptions positions and programs to be added.
Recommended as amended.
Continued to June 23, 1993 meeting. (Supervisor Migden dissented.)

5. File 102-93-1. [Interim Annual Salary Ordinance] Interim ordinance enumerating positions in the annual budget and appropriation ordinance for the fiscal year ending June 30, 1994, continuing, creating or establishing these positions; enumerating and including therein all positions created by Charter or state law for which compensations are paid from City and County funds and appropriated in the annual appropriation ordinance; authorizing appointments or continuation of appointments thereto; and authorizing appointments to temporary positions and fixing compensations thereof. (Civil Service Commission)

ACTION: Hearing held. Hearing held. Amended per recommendations of Budget Analyst report, dated 6/14/93, on page 9 regarding Controllers recommendations relating to charges and deductions for various services, such as charges for meals at San Francisco General Hospital and cost for meals at the O'Shaughnessy Guest Cottage; and on page 6 regarding recommendations for exceptions positions and programs to be added.
Recommended as amended.
Continued to June 23, 1993 meeting. (Supervisor Migden dissented.)

6. File 152-93-2. [Funding, Substance Abuse Services] Resolution declaring the intent of the Board of Supervisors to appropriate \$400,000 from funds paid by the City in jail overcrowding fines paid pursuant to the court order issued in City and County of San Francisco v Stone for use in conjunction with grant funds from the United States Department of Health and Human Services for a program of community substance abuse treatment services designed to decrease the jail population. (Supervisor Migden)

ACTION: Hearing held. Recommended. (Supervisor Alioto added as co-sponsor.)

7. File 93-93-1.1. [POA Agreement with the City] Resolution urging the Mayor to negotiate with the San Francisco Police Officers Association to seek changes in the current agreement with the Association and the City which would result in the members of the Association making concessions on salary for fiscal year 1993-1994 in exchange for additional retirement benefits in the future, thereby allowing the City to retain 85 uniformed positions in the Police Department that are currently proposed for elimination in the 1993-1994 fiscal year budget. (Supervisor Alioto)

ACTION: Hearing held. Continued to July 7, 1993 meeting at request of sponsor.

8. File 127-93-7. [Business Tax] Ordinance amending Part III, Municipal Code by amending Section 1004.17 and adding Section 1004.18 to establish a new business classification for passenger vehicle rental businesses and to increase the tax rate from .3 percent to 7.0 percent for this classification as of September 1, 1993. (Supervisor Migden)

ACTION: Hearing held. Recommended to Board for consideration as Special Order - Public Hearing on Monday, June 21, 1993.

9. File 127-93-8. [Parking Tax] Ordinance amending Part III, Municipal Code, by repealing Section 602.5-2 to terminate the suspension of one-half of the ten percent parking tax surcharge and amending Sections 608 and 609 to change the payment and reporting periods for the parking tax from quarterly to monthly. (Supervisor Migden)

ACTION: Hearing held. Recommended. (Supervisor Hsieh dissented.)

10. File 127-93-9. [Transient Occupancy Tax] Ordinance amending San Francisco Municipal Code, Part III, by adding Section 502.7, which imposes a 1.5 percent surcharge on the Hotel Occupancy Tax, effective August 15, 1993. (Supervisor Hallinan)

ACTION: Hearing held. (Clerically corrected in title by replacing 502.7 with 502.8.)
New Title: "Amending San Francisco Municipal Code, Part III, by adding Section 502.8, which imposes a 1.5 percent surcharge on the Hotel Occupancy Tax, effective August 15, 1993.
Tabled.

11. File 127-93-10. [Transient Occupancy Tax, 12 Percent] Draft ordinance amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 percent to 2.75 percent and by amending Section 515 to fund the Fine Arts Museums of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93; effective August 15, 1993. (Supervisor Migden)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted.

Bearing New Title: "Amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 to 2.75 percent effective August 15, 1993 and by amending Section 515 to fund the Fine Arts Museum of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit certain fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93."

Recommended as amended to Board for consideration as Special Order - Public Hearing on Monday, June 21, 1993.

Recommended as amended.

12. File 127-93-11. [Transient Occupancy Tax, 13 Percent] Ordinance amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 percent to 3.75 percent and by amending Section 515 to fund the Fine Arts Museums of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93; effective August 15, 1993. (Supervisor Migden)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted.

Bearing New Title: "Amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 to 3.75 percent effective August 15, 1993 and by amending Section 515 to fund the Fine Arts Museums of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit certain fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93."

To Board Without Recommendation as amended for consideration as Special Order - Public Hearing on Monday, June 21, 1993.

13. File 127-93-12. [Utility User Tax, Cellular Telephone Users] Ordinance amending San Francisco Municipal Code, Part III, by amending Sections 701 and 703 to apply the tax to cellular telephone users effective September 1, 1993, amending Section 710 to increase the interest rate assessed against delinquent accounts and making technical amendments to Section 708 and 710 to clarify liability for taxes imposed by this article. (Supervisor Migden)

ACTION: Hearing held. Recommended to Board for consideration as Special Order - Public Hearing on Monday, June 21, 1993.
(Supervisor Hsieh dissented.)

14. File 127-93-13. [Business/Payroll Tax Registration and Exemption] Ordinance amending Municipal Code, Part III, by amending Sections 903.1, 905-A, 1005.3, 1007 and 1007.2 to provide for graduated payroll expense tax rates and lower the qualifying maximum for the small business exemption to the payroll expense tax, and to provide for graduated business registration fees and to reduce the qualifying maximum for the small business exemption to the business tax. (Supervisor Migden)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted. Further amended (City Attorney to prepare legislation.)
Recommended as amended to Board for consideration as Special Order - Public Hearing on Monday, June 21, 1993.
(Supervisor Hsieh dissented.)

15. File 127-93-14. [Hotel Tax] Draft ordinance amending the San Francisco Municipal Code, Part, III by amending Section 515 to fund the Fine Arts Museums and the Asian Art Museum to reduce the percentage of the Hotel Tax allocated to administration of the Hotel Tax. (Supervisors Kaufman, Kennedy)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted.
Bearing New Title: "Amending the San Francisco Municipal Code, Part III, by amending Section 515 to fund the Fine Arts Museum of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit certain fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93."
Tabled.

16. File 100-93-2.1. Hearing to consider report by Mayor and Controller on the status of the 1993-94 proposed budget. (Supervisor Migden)
(Continued from 6/9/93)

ACTION: Hearing held. Filed.

SPECIAL ORDER - 3:00 P.M.

17. File 7-93-9. [Municipal Railway Fare Increases] Resolution making a finding concerning proposed revisions of the San Francisco Municipal Railway fare schedule; companion measure to File 7-93-9.1. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

18. File 7-93-9.1. [Municipal Railway Fare Increases] Resolution approving a revised fare schedule for the San Francisco Municipal Railway; companion measure to File 7-93-9. (Public Utilities Commission)

ACTION: Hearing held. To Board Without Recommendation.

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C.2CALENDAR - *Actions Taken*

DOCUMENTS DEPT.

JUN 21 1993

S. H. H. H.
P. H. H. H.MEETING OF
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JUNE 16, 1993 - 2:00 P.M.

LEGISLATIVE CHAMBER, 2ND FLOOR
CITY HALL

PRESENT: SUPERVISORS MIGDEN, HSIEH, ALIOTO

ABSENT: SUPERVISOR ALIOTO - ITEM 16

CLERK: KAY GULBENGAY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

1. File 27-93-11. [Airport Administration] Resolution approving Airport Contract No. 3249, approving a declaration of emergency, emergency asbestos removal, lower roadway lights, San Francisco International Airport - \$105,000. (Airports Commission)

ACTION: Hearing held. Recommended.

2. File 283-93-1. [Reimbursement Resolution] Resolution declaring the intent of the City and County of San Francisco to reimburse certain capital expenditures, Fine Arts Museum (M. H. deYoung Memorial Museum) from proceeds of future indebtedness; and approving and ratifying previous actions. (Supervisor Alioto)

ACTION: Hearing held. Recommended.

3. File 161-93-5. [Redevelopment Agency Budget] Resolution approving an Interim Budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94. (Redevelopment Agency)

ACTION: Hearing held. Continued to June 23, 1993 meeting.

4. File 101-93-1. [Interim Annual Appropriation Ordinance] Interim ordinance appropriating all estimated receipts and all estimated expenditures for the City and County of San Francisco for fiscal year ending June 30, 1994. (Controller)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted. Amended per recommendations of Budget Analyst report, dated 6/14/93, page 9 regarding Controllers recommendations relating to charges and deductions for various services, such as charges for meals at San Francisco General Hospital and cost for meals at the O'Shaughnessy Guest Cottage; and on page 6 regarding recommendations for exceptions positions and programs to be added.
Recommended as amended.
Continued to June 23, 1993 meeting. (Supervisor Migden dissented.)

5. File 102-93-1. [Interim Annual Salary Ordinance] Interim ordinance enumerating positions in the annual budget and appropriation ordinance for the fiscal year ending June 30, 1994, continuing, creating or establishing these positions; enumerating and including therein all positions created by Charter or state law for which compensations are paid from City and County funds and appropriated in the annual appropriation ordinance; authorizing appointments or continuation of appointments thereto; and authorizing appointments to temporary positions and fixing compensations thereof. (Civil Service Commission)

ACTION: Hearing held. Hearing held. Amended per recommendations of Budget Analyst report, dated 6/14/93, on page 9 regarding Controllers recommendations relating to charges and deductions for various services, such as charges for meals at San Francisco General Hospital and cost for meals at the O'Shaughnessy Guest Cottage; and on page 6 regarding recommendations for exceptions positions and programs to be added.
Recommended as amended.
Continued to June 23, 1993 meeting. (Supervisor Migden dissented.)

6. File 152-93-2. [Funding, Substance Abuse Services] Resolution declaring the intent of the Board of Supervisors to appropriate \$400,000 from funds paid by the City in jail overcrowding fines paid pursuant to the court order issued in City and County of San Francisco v Stone for use in conjunction with grant funds from the United States Department of Health and Human Services for a program of community substance abuse treatment services designed to decrease the jail population. (Supervisor Migden)

ACTION: Hearing held. Recommended. (Supervisor Alioto added as co-sponsor.)

7. File 93-93-1.1. [POA Agreement with the City] Resolution urging the Mayor to negotiate with the San Francisco Police Officers Association to seek changes in the current agreement with the Association and the City which would result in the members of the Association making concessions on salary for fiscal year 1993-1994 in exchange for additional retirement benefits in the future, thereby allowing the City to retain 85 uniformed positions in the Police Department that are currently proposed for elimination in the 1993-1994 fiscal year budget. (Supervisor Alioto)

ACTION: Hearing held. Continued to July 7, 1993 meeting at request of sponsor.

8. File 127-93-7. [Business Tax] Ordinance amending Part III, Municipal Code by amending Section 1004.17 and adding Section 1004.18 to establish a new business classification for passenger vehicle rental businesses and to increase the tax rate from .3 percent to 7.0 percent for this classification as of September 1, 1993. (Supervisor Migden)

ACTION: Hearing held. Recommended to Board for consideration as Special Order - Public Hearing on Monday, June 21, 1993.

9. File 127-93-8. [Parking Tax] Ordinance amending Part III, Municipal Code, by repealing Section 602.5-2 to terminate the suspension of one-half of the ten percent parking tax surcharge and amending Sections 608 and 609 to change the payment and reporting periods for the parking tax from quarterly to monthly. (Supervisor Migden)

ACTION: Hearing held. Recommended. (Supervisor Hsieh dissented.)

10. File 127-93-9. [Transient Occupancy Tax] Ordinance amending San Francisco Municipal Code, Part III, by adding Section 502.7, which imposes a 1.5 percent surcharge on the Hotel Occupancy Tax, effective August 15, 1993. (Supervisor Hallinan)

ACTION: Hearing held. (Clerically corrected in title by replacing 502.7 with 502.8.)
New Title: "Amending San Francisco Municipal Code, Part III, by adding Section 502.8, which imposes a 1.5 percent surcharge on the Hotel Occupancy Tax, effective August 15, 1993.
Tabled.

11. File 127-93-10. [Transient Occupancy Tax, 12 Percent] Draft ordinance amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 percent to 2.75 percent and by amending Section 515 to fund the Fine Arts Museums of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93; effective August 15, 1993. (Supervisor Migden)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted.

Bearing New Title: "Amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 to 2.75 percent effective August 15, 1993 and by amending Section 515 to fund the Fine Arts Museum of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit certain fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93."

Recommended as amended to Board for consideration as Special Order – Public Hearing on Monday, June 21, 1993.

Recommended as amended.

12. File 127-93-11. [Transient Occupancy Tax, 13 Percent] Ordinance amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 percent to 3.75 percent and by amending Section 515 to fund the Fine Arts Museums of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93; effective August 15, 1993. (Supervisor Migden)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted.

Bearing New Title: "Amending the San Francisco Municipal Code, Part III, by amending Section 502.5 to increase transient occupancy tax surcharge from 1.75 to 3.75 percent effective August 15, 1993 and by amending Section 515 to fund the Fine Arts Museums of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit certain fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93."

To Board Without Recommendation as amended for consideration as Special Order – Public Hearing on Monday, June 21, 1993.

13. File 127-93-12. [Utility User Tax, Cellular Telephone Users] Ordinance amending San Francisco Municipal Code, Part III, by amending Sections 701 and 703 to apply the tax to cellular telephone users effective September 1, 1993, amending Section 710 to increase the interest rate assessed against delinquent accounts and making technical amendments to Section 708 and 710 to clarify liability for taxes imposed by this article. (Supervisor Migden)

ACTION: Hearing held. Recommended to Board for consideration as Special Order - Public Hearing on Monday, June 21, 1993.
(Supervisor Hsieh dissented.)

14. File 127-93-13. [Business/Payroll Tax Registration and Exemption] Ordinance amending Municipal Code, Part III, by amending Sections 903.1, 905-A, 1005.3, 1007 and 1007.2 to provide for graduated payroll expense tax rates and lower the qualifying maximum for the small business exemption to the payroll expense tax, and to provide for graduated business registration fees and to reduce the qualifying maximum for the small business exemption to the business tax. (Supervisor Migden)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted. Further amended (City Attorney to prepare legislation.)
Recommended as amended to Board for consideration as Special Order - Public Hearing on Monday, June 21, 1993.
(Supervisor Hsieh dissented.)

15. File 127-93-14. [Hotel Tax] Draft ordinance amending the San Francisco Municipal Code, Part, III by amending Section 515 to fund the Fine Arts Museums and the Asian Art Museum to reduce the percentage of the Hotel Tax allocated to administration of the Hotel Tax. (Supervisors Kaufman, Kennedy)

ACTION: Hearing held. Amendment of the whole (as presented in committee) adopted.
Bearing New Title: "Amending the San Francisco Municipal Code, Part III, by amending Section 515 to fund the Fine Arts Museum of San Francisco and the Asian Art Museum of San Francisco, to reduce the percentage of the transient occupancy tax allocated to administration thereof and to limit certain fiscal year 1993-94 allocations to the amounts allocated in fiscal year 1992-93."
Tabled.

16. File 100-93-2.1. Hearing to consider report by Mayor and Controller on the status of the 1993-94 proposed budget. (Supervisor Migden)
(Continued from 6/9/93)

ACTION: Hearing held. Filed.

SPECIAL ORDER - 3:00 P.M.

17. File 7-93-9. [Municipal Railway Fare Increases] Resolution making a finding concerning proposed revisions of the San Francisco Municipal Railway fare schedule; companion measure to File 7-93-9.1. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

18. File 7-93-9.1. [Municipal Railway Fare Increases] Resolution approving a revised fare schedule for the San Francisco Municipal Railway; companion measure to File 7-93-9. (Public Utilities Commission)

*** ACTION: Hearing held. To Board With Recommendation Do Not Pass.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 14, 1993

TO: Budget Committee
FROM: Budget Analyst
SUBJECT: June 16, 1993 Budget Committee Meeting

Item 1 - File 27-93-11

Department: San Francisco International Airport (SFIA)

Item: Resolution approving Airport Contract No. 3249, approving a declaration of emergency, emergency asbestos removal, lower roadway lights, San Francisco International Airport.

Amount: \$105,000

Source of Funds: Airport Capital Fund

Description: As reported by the Airport in a letter from the President of the Airports Commission to the Controller dated April 13, 1993, at approximately the end of February, 1993, Airport maintenance staff, during maintenance relamping of the lower roadway lights, detected the presence of asbestos in the lamp fixtures. The presence of the asbestos created a hazardous condition for the maintenance workers and required that the relamping work be immediately discontinued. As further reported in the letter of April 13, 1993, Airport staff were in the process of preparing a bid package for the removal of the asbestos when several of the lower roadway lamps failed, resulting in insufficient lighting on the lower roadway and creating an unsafe condition for vehicles, pedestrians, and workers. The April 13, 1993, letter requests that the Controller encumber funds in the amount of

\$105,000 for the removal of the asbestos and relamping of the light fixtures and states that a resolution declaring the existence of an emergency would be presented to the Airports Commission at their next meeting.

In accordance with Section 6.30 of the Administrative Code, the Airport initiated an expedited contracting procedure to remove the asbestos and to relamp the light fixtures. The Airport selected the firm of Universal Insulation to perform the work. According to the Department, Universal Insulation is an MBE firm, certified as such by the Human Rights Commission. The Department also reports that Universal Insulation had previously performed construction work at the Airport.

On May 18, 1993, the Airports Commission adopted Resolution No. 93-0113, formally declaring an emergency concerning the existence of asbestos in the lower roadway lamp fixtures and ratifying the action of the President of the Airports Commission in implementing emergency procurement actions.

The proposed resolution would approve the Airport's declaration of an emergency and approve the Controller's action in encumbering \$105,000 against Airport Project Fund No. 103, Ground Support, for asbestos removal and fixture relamping.

Comment:

Ms. Angela Gittens of the Airport reports that the asbestos removal and fixture relamping work commenced on May 4, 1993, and is scheduled to be completed by the first week of August, 1993.

Recommendation: Approve the proposed resolution.

Item 2 - File 283-93-1

Department: Fine Arts Museums

Item: Resolution declaring the official intent of the City and County of San Francisco to reimburse funds to itself from proceeds of taxable or tax-exempt indebtedness (bonds) for certain capital expenditures incurred before the bonds are sold in connection with seismic strengthening of the M. H. deYoung Memorial Museum.

Description: In June, 1990 the citizens of San Francisco approved a \$332.4 million General Obligation Bond measure that included \$388,800 for repairing damage to the M. H. deYoung Memorial Museum (deYoung Museum) resulting from the October 17, 1989 earthquake. In making their assessment of the deYoung Museum in connection with that project to repair the deYoung Museum, the engineering consulting firm of Rutherford and Chekene determined that there is a potential risk of major structural collapse of the deYoung Museum in the event of a major earthquake.

At their April 8, 1993 meeting, the Board of Trustees of the Fine Arts Museums recommended that temporary seismic repairs be made to the deYoung Museum until the deYoung Museum is either permanently repaired or a new museum is constructed. The Board of Trustees also recommended that funds currently on deposit in the Bernard Osher Foundation Fund designated for the creation of a sculpture garden at the deYoung Museum be used as initial funding for the required repairs until bond funding can be obtained.

Ms. Deborah Frieden of the Fine Arts Museums reports that according to the Rutherford and Chekene analysis, the roof over the main gallery area (which is 65 percent skylight) cannot absorb the shock of a major earthquake with the result that the glass would probably shatter and fall on the deYoung Museum visitors, the walls of the deYoung Museum are primarily unreinforced masonry, the five story high tower over the main entrance (and emergency exit) of the deYoung Museum lacks an adequate foundation and ceilings are not structurally reinforced. The Fine Arts Museums estimates that the total cost of performing permanent, seismic strengthening would be approximately \$40 to 50 million plus approximately \$20 million to temporarily relocate the Museum during construction. The Fine Arts Museums estimates that the costs of temporary repairs to keep the basic Museum building from falling down in an earthquake would be approximately \$2 million. Ms. Frieden

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has provided the attached estimate of the costs for temporary repairs.

Ms. Frieden indicates that the Fine Arts Museums plans to propose a bond issue to be placed before the voters in 1994 that would provide funding for the permanent repairs to the deYoung Museum. According to Ms. Frieden, should the bond issue not be approved, donations would have to be obtained to reimburse the Bernard Osher Foundation Fund for the advanced funding for the temporary repairs.

Comments:

1. U. S. Internal Revenue Service regulations require that the City must declare its official intent to reimburse itself for any expenditures that are to be financed by the proceeds of bonds but are incurred before the bonds have been sold.

2. The proposed resolution declaring the City's official intent to reimburse itself does not bind the City to make any expenditure, incur any indebtedness or proceed with any capital projects.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

**M.H. de Young Memorial Museum
Preliminary Budget for Temporary Repair Work
June 9, 1993**

<u>Item</u>	<u>Estimate</u>
Rutherford & Chekene Feasibility Study	25,000
Design and Engineering Fees	173,000
Civil Engineering	11,000
Geotechnical	13,500
Architectural	30,700
Structural	103,500
Materials Testing	4,200
Peer Review	10,000
Swinerton & Walberg Pre-construction Services	40,000
Construction Costs	1,570,000
Change Order Contingency @ 5%	80,000
Permits, Testing & Inspection Fees	40,000
Code Consultant	5,000
DPH Asbestos Testing Fees	1,000
Asbestos Abatement	23,000
Security	15,000
Graphics	1,000
Art/Gallery Deinstallations	27,000
<u>TOTAL</u>	<u>2,000,000</u>

Memo to Budget Committee
June 16, 1993

Item 3 - File 161-93-5

Department: San Francisco Redevelopment Agency (SFRA)

Item: Resolution approving the interim budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94.

Amount: \$14,632,000

Source of Funds: Interim Budget

Property Sales	\$ 0
Rentals and Leases	509,000
Prior Year Earnings/Savings	6,869,000
Grants	6,390,000
Debt Proceeds	0
Developer Contributions	700,000
Tax Increment	<u>0</u>
Total	\$14,468,000

SFRA Budget: The San Francisco Redevelopment Agency (SFRA) has requested an interim budget for the month of July 1993 totaling \$14,428,000 as follows:

Personnel Costs	\$ 974,000
Administrative Overhead	<u>157,000</u>
Subtotal	1,131,000

Capital Project Activities:

Yerba Buena Center	\$2,902,000
Rincon Point-South Beach	121,000
Hunters Point	1,200,000
India Basin Industrial Park	75,000
Western Addition A-2	805,000
Hunters Point Shipyard	450,000
South of Market	1,535,000
City Wide Housing	3,506,000
South Beach Harbor	157,000
Economic Development	1,076,000
Art Center & Garden Operations	1,250,000
GSA Site	<u>260,000</u>
Subtotal	13,337,000
Total Interim Budget	\$14,468,000

Comments: 1. The amount of \$14,428,000 represents 1 month out of the 12 month 1993-94 budget totalling \$61,594,000.

2. Mr. Gamble of the SFRA reports that the number of full time equivalent (FTE) positions will be reduced by 13.5 from 107.5 to 94 beginning July 1993. These deletions will affect positions throughout the SFRA. Mr. Gamble advises that, in addition to those 13.5 positions, another 13 FTE positions will be deleted from the Relocation Division (four positions), Records Division (five positions) and Property Management Division (four positions), effective August 1, 1993. Therefore, a total of 26.5 FTEs will be deleted. Mr. Gamble also advises that the duties and responsibilities for the Relocation, Records and Property Management Divisions will be transferred to contractual services, resulting in an estimated savings of 25 percent.

3. Mr. Gamble also reports that no new personnel would be hired, no new programs would be initiated and no new equipment would be ordered during the one month interim period. Six positions, however, which were previously funded in the Mayor's budget are to be transferred to the Redevelopment Agency effective July 1, 1993 as follows:

Sr. Dev. Exec. Dir., Economic Dev.	\$96,694
Dir. of Business Development	71,162
Dir. of Property Formulation	63,024
Enterprise Zone Coordinator	63,024
Dir. of Loan Programs	71,162
Loan Program Accountant	<u>53,924</u>
Total	\$418,990

These positions have been deleted from the Mayor's fiscal year 1993-94 budget but would continue to be fully funded from grant and work order funds in the SFRA budget.

4. A complete review of the Fiscal Year 1993-94 budget of the Redevelopment Agency will be presented to the Budget Committee during the forthcoming 1993-94 budget hearings.

Recommendation: Approve the proposed resolution.

Items 4 and 5 - Files 101-93-1 and 102-93-1

1. These items are the Interim Annual Appropriation Ordinance (File 101-93-1) and Interim Annual Salary Ordinance (File 102-93-1) for Fiscal Year 1993-94.

2. The annual budget process for the City and County requires that the Board of Supervisors approve an Interim Annual Appropriation Ordinance and an Interim Annual Salary Ordinance for fiscal year 1993-94 on or before June 30, 1993. The purpose of these interim ordinances is to provide position and expenditure authorization for the various departments of the City and County during the time that the Board of Supervisors is reviewing the Mayor's recommended budget for 1993-94 which is scheduled to be adopted by the Board of Supervisors on July 19, 1993.

3. The Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance are based on the 1993-94 proposed budget recommendations of the Mayor. Hence, these ordinances include authorization and funding for all programs and program revisions which are included in the Mayor's proposed 1993-94 budget. Each program and program revision will be reviewed in detail during the budget hearings and sessions which have been scheduled by the Budget Committee from June 22 through June 30, 1993.

4. As a general policy, in previous years, the Board of Supervisors has not approved new positions and programs during the interim budget period without detailed review. This general policy has been implemented by instructing the Controller not to certify the availability of funds for new positions, new programs or program expansions during the interim budget period between July 1 and July 31. If an exception is approved by the Board of Supervisors, new positions can be filled effective July 1. Otherwise, new positions will generally not be filled until August 1 at the earliest.

5. The Administrative Provisions of the Interim Annual Appropriation Ordinance further state that no funds shall be allotted until August 1 for capital improvements and equipment. However, leased equipment is not subject to this provision. In certain cases, specific exceptions to these general policies have been approved by the Board of Supervisors. Exceptions have been based on such factors as new positions and programs that produce revenue and/or major service deficiencies which would result from delays in filling new positions or starting new programs. Approval of some equipment purchases could result in cost savings.

6. The following draft amendments to the Administrative Provisions of the Annual Appropriation Ordinance (AAO) have been prepared for 1993-94 by the Controller (See Attachment I). Significant changes are as follows:

- a. Upon request of the CAO, Board or Commission and approval of the General Manager, Personnel, the Controller would be authorized to substitute or exchange positions between the various appropriations or position classifications as long as such transfers did not increase the total salary accounts. This provision is intended to provide departments with some flexibility to minimize the impact of layoffs.
- b. The approval of appropriations by the Mayor and Board of Supervisors in the annual budget would provide authority to apply for, receive and expend grant funds without separate legislation of the Board of Supervisors.
- c. The current \$27 daily per diem amount for living expense for City Officers and employees would be eliminated and instead the per diem would be an amount determined annually by the Controller. The Controller has no immediate plans to change the per diem amount from the current \$27 amount.

The Controller has also recommended an amendment to the Administrative Provisions of the Annual Salary Ordinance (Section 1.3C, Charges and Deductions for Maintenance). This amendment would make changes to the charges and deductions for various services, such as charges for meals at San Francisco General Hospital and the cost for meals at the O'Shaughnessy Guest Cottage (see Attachment II).

7. No amendments to the Administrative Provisions of the Annual Salary Ordinance were submitted by the Civil Service Commission for 1993-94. The Civil Service Commission usually recommends an amendment to Section 1.3B of the Annual Salary Ordinance in order to reflect an increase in the maximum allowable rate of pay for part-time employees whose 1992-93 rate is \$768 per month. An amendment was not recommended by the General Manager, Personnel for Fiscal Year 1993-94 because salaries under Salary Standardization for Miscellaneous employees were frozen at the 1992-93 level.

8. In past years, the Mayor's recommended Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance have, in general, been routinely approved by the Board of Supervisors, with the exception of new positions and new programs, capital improvements and equipment.

9. At the direction of the Budget Committee and the full Board of Supervisors, the Budget Analyst has historically been instructed to analyze the Mayor's recommended budget in detail and make recommendations for reducing the Mayor's recommended budget only if such recommendations do not result in service level reductions. Budget reductions recommended by the Budget Analyst and approved by the Board, have often been used by the Board of Supervisors as a source of funds, for increasing appropriations for capital improvements and

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requesting the Mayor (a) to restore items deleted in the Mayor's recommended budget and/or (b) include new items in the budget based on the priorities of the Board of Supervisors. Except for capital improvements, the Board of Supervisors cannot unilaterally add any item back to the Mayor's budget. The restoration or addition of expenditures to the Mayor's recommended budget (except for capital improvements) first requires approval by the Mayor and then subsequent appropriation approval by the Board of Supervisors.

Besides the customary budget reports and recommendations, the Budget Analyst will also be reporting on the impact of expenditure reductions included in the Mayor's recommended 1993-94 budget on service levels. Since such reductions have already been effected in the Mayor's recommended 1993-94 Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance, these reductions have been reflected in the Interim Budget.

10. Such reductions would include savings from layoffs. According to Ms. Dorothy Yee of the Civil Service Commission staff, an estimated 1,200 layoffs of City and County employees are expected as a result of the Mayor's proposed budget. However, due to bumping and re-employment rights of persons occupying these 1,200 positions, personnel transactions affecting an estimated 2,400 employees would take place if 1,200 employees are laid off. Departments had submitted 386 copies of layoff notices to the Civil Service Commission as of 6/7/93.

11. Approval of the Mayor's recommended 1993-94 Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance by the Board of Supervisors would implement all expenditure reductions, and revenue increases that are not dependent on legislative approval by the Board of Supervisors, which the Mayor has included in the final budget. In accordance with the 1993-94 budget calendar, the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance are scheduled to be passed for second reading at the June 21 meeting of the Board of Supervisors. Final passage of these ordinances is scheduled for June 28.

12. The Budget Analyst has previously been advised by Mr. Burke Delventhal of the City Attorney's Office that the Board of Supervisors is required to approve the Mayor's recommended Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (and therefore the Interim Budget), subject to any additional reductions which the Board may choose to make, by no later than June 30th of each year. Mr. Delventhal has further advised the Budget Analyst that if these ordinances are not approved by the Board of Supervisors by June 30, the Controller will no longer have authority to issue payroll warrants to City and County employees or to issue other warrants to pay for any other City and County services.

Mr. Ed Harrington, the City Controller, has previously advised the Budget Analyst that he concurs with the opinion of Mr. Delventhal. The Controller would cease to issue any further City and County warrants unless the Board of Supervisors approves an Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (the Interim Budget) by June 30.

13. The proposed Interim Budget includes expenditure appropriations supported by certain revenue measures that are dependent on legislative approval by the Board of Supervisors. As shown in the Mayor's Budget Summary, the Mayor's revenue measures include increasing the commercial Utility Users Tax (\$16 million), increasing MUNI fares (\$12.8 million), increasing the Hotel Tax (\$7 million), restructuring the Payroll, and Gross Receipts Tax and the Business License Fee (\$10.4 million), establishing a Condominium Conversion fee (\$8 million), establishing a Gross Receipts Fee on Rental Car Companies (\$2.4 million), use of additional Hotel Tax monies for the General Fund (\$3 million) and taxing Cellular Phones (\$1 million). These revenue measures total an estimated \$60.6 million, all of which would require approval by the Board of Supervisors to keep the Mayor's recommended Interim Budget in balance unless an equivalent amount of other revenue measures or expenditure reductions are made by the Board. In addition to these new revenues measures requiring legislative approval, other fee increases, not requiring legislative approval, have been included in the Mayor's recommended 1993-94 budget. The Budget Analyst is reporting on each of these revenue measures separately.

Recommendations

Except for the amendments as itemized below, approve the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance, including the Administrative Provisions of the Interim Annual Appropriation Ordinance and the Administrative Provisions of the Interim Annual Salary Ordinance as recommended by the Controller (see Point 6 above). If the Board of Supervisors concurs, the Interim Budget would be effective until the Annual Appropriation Ordinance and the Annual Salary Ordinance are finally approved by the Board and signed by the Mayor.

1. Provide for the following amendments until the Annual Appropriation Ordinance and Annual Salary Ordinance are finally approved by the Board of Supervisors and signed by the Mayor:

- a. That all funding and authorization for new positions and new and expanded programs be reserved during the interim budget period through July 31, subject to the specific exceptions listed in Attachment III.
- b. That funding for capital improvement projects except normal facilities maintenance projects be reserved during the interim budget period.
- c. That funding for items of equipment be reserved during the interim budget period. That all departments be requested not to lease any new equipment during the interim budget period through a letter to all Departments from the Clerk of the Board.

The exceptions to the Interim Appropriation Ordinance shown in Attachment III are recommended by the Budget Analyst. Excluding the exceptions recommended by the Budget Analyst in Attachment III to this report,

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Memo to Budget Committee
June 16, 1993

the above-noted reserves recommended by the Budget Analyst will enable the Budget Committee to review the Mayor's recommended 1993-94 budget in detail before recommending approval of new items to the full Board of Supervisors.

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SECTION 10. Funds may be transferred from any legally available source on the recommendation of the department head and approval by the Chief Administrative Officer, Board or Commission for departments under their respective jurisdiction and on authorization of the Controller with the prior approval of the general manager, personnel, for

- 1 - Lump sum payments to officers, employees, police officers and fire fighters other than elective officers and members of boards and commissions upon death or retirement or separation caused by industrial accident for accumulated sick leave benefits in accordance with Civil Service Commission rule 22.02 (b) 9.
- 2 - Payment of the supervisory differential adjustment to employees who qualify for such adjustment under Section IV - f of the Salary Standardization ordinance and have received approval from the General Manager, Personnel pursuant to Section 1.1-b of the Annual Salary Ordinance.

Such amounts transferred shall not exceed the amount of the lump sum payment for accumulated sick leave or the amount of the supervisory differential adjustment including the cost to the City and County of mandatory fringe benefits.

- 3 - The Controller is hereby authorized to adjust the appropriations for permanent salaries for positions administratively reclassified or temporarily exchanged by the General Manager, Personnel, provided that the reclassified position and the former position are in the same functional area.
- 4 - Such amounts as are necessary to provide for "Out of Class Pay" as authorized by the Civil Service Commission provided that the transfer of funds must be made from funds currently available in departmental personal service appropriations.
- 5 - Positions may be substituted or exchanged between the various salary appropriations or position classifications as long as said transfers do not increase total departmental personal service appropriations.

SECTION 10.1. Funds appropriated for personal service contracts may be transferred to the account for temporary salaries on the recommendation of the department head and approval by the Chief Administrative Officer, Board or Commission for departments under their jurisdiction for the specific purpose of using city personnel in lieu of private contractors with the approval of the General Manager, Personnel, and the Mayor and the certification by the Controller that such transfer of funds would not increase the cost of government.

SECTION 10.2. The Controller is hereby authorized and directed upon the request of a department head and approval by the Chief Administrative Officer, Board or Commission for departments under their respective jurisdiction and the approval by the Mayor's Office to transfer from the Reserve for Displacement or any legally available funds amounts needed when sufficient funds are not otherwise

available to fund legally mandated salaries, fringe benefits and other costs related to the layoff, reduction in force, involuntary leave or furlough of City employees. Such funds are hereby appropriated for the purpose set forth herein.

SECTION 10.3. The Controller is authorized and directed to transfer from the Reserve for Salary Standardization, or any legally available funds, amounts necessary to adjust appropriations for salaries and related mandatory fringe benefits of employees whose compensation is adjusted by enactment of Salary Standardization Ordinance amendments adopted pursuant to Charter Sections 8.403 (Registered Nurses), 8.404 (Transit Operators), ((and)) 8.409 (Miscellaneous employees), ((8.405)) 8.590 (Police and Fire fighters), revisions to State Law or ratified collective bargaining agreements adopted pursuant to the Charter .

Adjustments made pursuant to this section shall reflect only the percentage increase required to adjust appropriations to reflect revised salary and premium pay requirements above the funding level established in the adopted budget of the respective departments.

SECTION 10.4. The Controller is authorized and directed to transfer from reserves or any legally available funds amounts necessary to provide for dental plan premiums and related costs or other costs of non-salary benefits previously agreed to in ratified Memoranda of Understanding.

The Controller shall report in writing to the Mayor and Board of Supervisors annually any appropriation adjustments made pursuant to this section.

SECTION 11. The Controller is hereby authorized and directed to continue the existing special and trust funds, revolving funds, and reserves and the receipts in and expenditures from each such fund are hereby appropriated in accordance with law and the conditions under which each such fund was established.

The Controller is hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional grants and bequests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each such fund was established.

SECTION 11.1. Whenever the City and County of San Francisco shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation, any moneys, or property to be converted into money, the Controller shall set up on the books of his office a special fund or account evidencing the said moneys so received and specifying the special purposes for which they have been received and for which they are held, which said account or fund shall be maintained by the said Controller as long as any portion of said moneys or property remains.

Recurring grant funds which are detailed in departmental budget submissions and

approved by the Mayor and Board of Supervisors in the annual budget shall be deemed to have met the requirements of Administrative Code Section 10.170 for the approval to apply for, receive and expend said funds and shall be construed to be funds received for a specific purpose as set forth in this section. Positions specifically approved by granting agencies in said grant awards may be filled as though said positions were included in the annual budget and annual salary ordinance, provided however that the tenure of such positions shall be contingent on the continued receipt of said grant funds. Individual grants may be adjusted by the Controller to reflect actual awards made if granting agencies increase or decrease the grant award amounts estimated in budget submissions.

Each department of the City and County of San Francisco, which in the normal operations under its power and duties is by law and upon deposit of moneys by persons, firms, or corporations authorized to perform certain services for and at the cost and expense of said persons, firms or corporations is hereby authorized to perform similar services for the United States of America, the State of California, or any division or agency of either, upon receipt of a legal and proper order or contract to pay to the City and County of San Francisco the full cost and expense of performing the required services upon completion thereof. City owned public utilities may with approval of the Controller perform such services for privately owned public utilities in the manner provided in this paragraph.

The expenditures necessary from said funds or said accounts as created herein, in order to carry out the purpose for which said moneys or orders have been received or for which said accounts are being maintained, shall be approved by the Controller and said expenditures are hereby appropriated in accordance with the terms and conditions under which said moneys or orders have been received by the City and County of San Francisco, and in accordance with the conditions under which said funds are maintained.

SECTION 11.2. All moneys available in the Excess Liability Accident Reserve Fund of the Municipal Railway - Ordinance No. 3209, series of 1939 - and all moneys received by the City and County of San Francisco pursuant to the terms and conditions of any excess public liability and property damage insurance policy covering the ownership, maintenance and operation of any of its municipal utilities are hereby appropriated and made available to the related municipal utility for the payment of personal injury and property damage claims.

SECTION 11.3. Premiums received from the sale of bonds are hereby appropriated for bond interest and redemption purposes of the issue upon which it was received.

SECTION 11.4. Receipts in and expenditures from Account No. 7099- Miscellaneous Revenues, Registrar of Voters, as payment for the printing of ballot arguments, are hereby appropriated in accordance with law and the conditions under which this appropriation is established.

SECTION 11.5. Whenever employees of departments are required to work overtime on account of services required by renters, lessees or tenants, of said departments, the cost of such overtime employment shall be collected by the departments from the renters, lessees or tenants involved, and shall be deposited with the Treasurer to the credit of a departmental special overtime appropriation. All moneys deposited therein are hereby appropriated for such purpose.

SECTION 11.6. The Controller is hereby authorized and directed to set up appropriations for refunding amounts deposited in the treasury in excess of amounts due, and the receipts and expenditures from each are hereby appropriated in accordance with law. Where by state statute, local ordinance or court order, interest is payable on amounts to be refunded, in the absence of appropriation therefor, such interest is herewith appropriated from the unappropriated interest fund or interest earnings of the fund involved.

SECTION 11.7. The Controller is hereby authorized and directed to refund excess interest earnings on bond proceeds (arbitrage) when such amounts are reported by the Treasurer as due and payable under applicable Internal Revenue Service regulations. Such arbitrage refunds shall be charged against interest earnings or reserves in the various bond funds in which the arbitrage earnings were recorded and such funds are hereby appropriated for the purpose.

SECTION 11.8. Moneys received as payment for damage to City owned motorcycles, automobiles or trucks, or other property, are hereby appropriated to the department concerned to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not to be repaired shall be credited to a special revenue account of the related fund.

SECTION 11.9. That portion of funds received pursuant to the provisions of Administrative Code Section 21.20 - failure to deliver article contracted for - as may be needed to affect the required procurement are hereby appropriated for that purpose and the balance, if any, shall be credited to a special revenue account of the related fund.

SECTION 11.10 Whenever the Board of Supervisors has authorized the execution of agreements with corporations for the construction of off-street parking and other facilities under which the City and County of San Francisco guarantees the payment of the corporations debt service or other payments for operation of the facility, it shall be incumbent upon the Controller to reserve from parking meter or other designated revenues sufficient funds to provide for such guarantees. The Controller is hereby authorized to make payments as previously guaranteed to the extent necessary and the reserves approved in each Annual Appropriation Ordinance are hereby appropriated for the purpose. The Controller shall notify the Board of Supervisors annually of any payments made pursuant to this Section.

SECTION 11.11. Receipts from rental or use of Candlestick Park, Stadium Operator Admission tax, the automobile parking area contiguous thereto and allocation of Hotel Room Tax revenue are hereby appropriated to the extent required for the City and County of San Francisco rental payments to San Francisco Stadium, Inc.

SECTION 11.12. Hotel tax receipts allocated to the Yerba Buena Redevelopment Project are hereby appropriated to the Chief Administrative Officer for supplements for low income households, for use in facilitating the production of low income housing in Yerba Buena Center Redevelopment Project area and on certain parcels adjacent thereto, for the preparation of architectural plans, engineering studies, and for such other further expenses related to the construction and completion of a convention center-sports arena in accordance with the provisions of Section 515(3) of part III, San Francisco Municipal Code. The Chief Administrative Officer shall, before July 1st transmit to the Board of Supervisors a program budget for the next fiscal year and each quarter to the Board of Supervisors on the amount expended for the items set forth above.

SECTION 11.13. Funds deposited to the account Reserve for Public Facilities shall be allocated interest earned and the Controller is hereby authorized and directed to determine the amount and credit any such interest earned on said account to said Reserve for Public Facilities account.

SECTION 11.14. All moneys received from the United States of America under the Urban Mass Transportation Act of 1964, as amended, and the Urban Mass Transportation Act of 1970, to provide some of the equipment and/or facilities needed for the Municipal Railway are hereby appropriated for the acquisition of such equipment and/or facilities and shall be disbursed to the San Francisco Municipal Railway Improvement Corporation in accordance with and pursuant to the provisions of Section 7 of that certain agreement, dated as of January 15, 1969, and Section 7 of that certain agreement, dated as of December 1, 1971, and subsequent agreements, between the City and County of San Francisco and the San Francisco Municipal Railway Improvement Corporation.

SECTION 11.15. Local transportation funds are hereby appropriated pursuant to Section 29531 of the Government Code.

SECTION 11.16. The Controller is hereby authorized to transfer to the Chief Administrative Officer any amounts indicated in the budget estimate and appropriated hereby for the purchase of insurance or the payment of insurance premiums in object number 365 - "C A O Insurance and Risk Reduction".

SECTION 11.17. The Controller is hereby authorized and directed to maintain a reserve for capital items. The purpose of this is to provide a reserve for capital items pending specific allocation in the manner provided by the charter for supplemental appropriations.

Upon completion of a General Fund or general fund supported capital item, any, unexpended balance remaining in the project appropriation shall be automatically appropriated to Reserve for Capital Items and said reserve shall be made available for additional capital related projects subject to the budgetary and fiscal provisions of the charter.

SECTION 11.18. The Commission on the Aging is authorized to receive and expend available U.S.D.A. contributions and grant awards from the California Department of the Aging, in federal and state funding, for the purpose of providing direct services to older San Franciscans. The Controller is hereby authorized and directed to make the appropriate entries to reflect the receipt and expenditure of said grant award funds and contributions.

SECTION 11.19. Whenever the City and County recovers funds from any federal or State agency as reimbursement for the cost of damages resulting from the October 17, 1989 earthquake and related aftershocks, such funds are hereby appropriated for the purpose. The Controller is authorized to transfer such funds to the credit of the departmental appropriation which initially incurred the cost, or, if the fiscal year in which the expenses were charged has ended, to the credit of the fund which incurred the expenses. The Controller shall file on a quarterly basis with the Board of Supervisors and the Mayor a report detailing all costs and revenue reimbursements to the City recovered as provided in this section.

SECTION 11.20 Whenever the City and County earns interest on funds received from the State of California or the federal government and said interest is specifically required to be expended for the purpose for which the funds have been received, said interest is hereby appropriated in accordance with the terms under which the principal is received and appropriated.

SECTION 11.21 Whenever the Treasurer finds that it is in the best interest of the City and County to use either a compensating balance or fee for service agreement to secure banking services any funds necessary to be paid for such agreement are to be charged against interest earnings and such funds are hereby appropriated for the purpose.

SECTION 11.22 Funds required to pay for financial advisory services, legal services or other costs incidental to the issuance of short-term tax and/or revenue anticipation notes or other borrowing may be paid from the proceeds of said borrowings and are hereby appropriated for said purpose.

SECTION 11.23 Responsible department heads are hereby authorized to receive donations from or through recognized non-profit organizations to augment approved seismic upgrading, facility improvements or expansion of City owned recreation, library or cultural facilities. Said funds are hereby accepted and appropriated for the purpose donated.

SECTION 11.25 Receipts in an expenditures from accounts set up for the acquisition and operation of city owned buildings including, but not limited to 25 Van Ness Avenue and 1660 Mission Street, are hereby appropriated for the purposes set forth in the various bond indentures through which said properties were acquired.

SSECTION 12. Aid paid from funds herein provided and refunded during the fiscal year hereof shall be credited to, and made available in, the appropriation from which said aid was provided.

SECTION 12.1 Surplus funds remaining in departmental appropriations may be transferred to fund increases in revolving funds up to the amount authorized by the Board of Supervisors, if said Board, by Ordinance, has authorized an increase in said revolving fund amounts.

SECTION 13. No ordinance appropriating moneys from the Emergency Reserve Fund shall be passed by the Board of Supervisors unless an actual emergency shall exist within the meaning of Sections 2.301 or 3.100 of the charter and the emergency is specifically stated and defined in such ordinance.

Moneys which are appropriated during the fiscal year from the Emergency Reserve Fund to departments, offices and funds shall be construed only as estimates of such requirements. The Controller shall, upon the determination of the actual requirement, return to the Emergency Reserve Fund that portion of the appropriation which is not actually required for the stated emergency.

SECTION 14. All transactions affecting appropriations made for the Redevelopment Agency, and the Parking Authority, shall be subject to the budget and fiscal provisions of the charter.

SECTION 15. The term department as used in this ordinance shall mean department, bureau, office, utility, board or commission, as the case may be. The term department head as used herein shall be as defined in Section 3.501 of the charter.

SECTION 16. In accordance with Section 10.34 of the San Francisco Administrative Code, the mileage rate for payments to officers and employees for use of privately owned automobiles in connection with any official duty or service shall be at the rate of twenty-five cents (25) per mile for miles driven from a starting point to a destination point both of which are within the City and County of San Francisco and at the rate of twenty-two cents (22) per mile for miles driven to or from points outside the boundaries of the City and County of San Francisco and for all necessary parking and toll expenses.

The above mileage rate shall be increased each calendar quarter by one cent (1) for each ten cents (10) increase in the average cost of gasoline as defined for

"gasoline all types" per gallon in the energy report (or successor report), published by the Bureau of Labor Statistics, U.S. Department of Labor. The base period against which increases shall be measured shall be the average price per gallon established for July 1, 1982. Said rate shall be fixed by the Controller within two weeks of his receipt of the above noted report.

SECTION 17. Any officer or employee of the City and County of San Francisco who, except in the discharge of routine duties, shall under the authority of law or ordinance, leave the City and County for the purpose of performing any official duty for or on behalf of the City and County, or for the purpose of rendering any service to or for the City and County, or for the purpose of officially representing said City and County, or any board, commission, office or department, shall be allowed as the expense incident to said service the actual cost of transportation, together with an amount for living expenses not to exceed ((twenty-seven dollars)) an amount determined annually by the Controller per day for each and every day while said officer or employee is absent on said official business, or, with the concurrence of the Controller, such actual and necessary travel and other expenses as may be incurred.

Allowance for traveling expenses shall be based upon the most efficient, direct and economical mode of transportation required by the occasion, provided, however, that at the option of the person authorized to leave the City and County of San Francisco on official business, travel may be accomplished in the State of California by such means as the person so authorized deems proper. In extraordinary and emergency cases, transportation to points outside the State of California may be contracted in the most expeditious and expedient manner.

The number of days which shall be used as the basis for computing the allowance for expenses other than transportation hereunder shall not exceed the number of days required in traveling and attending to the business or the purpose for which the trip is made. Provided, however, that if necessary, a reasonable period of time may be allowed to consummate traveling arrangements and that days taken up by unavoidable accidents or illness while enroute and certified to by a duly licensed physician or surgeon, shall be construed as days devoted to official business, and provided further, that a statement from an accredited christian science practitioner or one authorized to practice as such by the first church of christ scientist in Boston, Massachusetts, certifying to treatment and the need therefor, may be accepted in lieu of such certification by a duly licensed physician or surgeon.

The Controller shall establish rules for the payment of all amounts payable pursuant to the first paragraph of this Section, and for the presentation of such vouchers as he shall deem proper in connection with expenditures made pursuant to said Section. No allowance shall be made for traveling expenses provided for in this ordinance unless funds have been appropriated or set aside for such expenses in accordance with the provisions of the charter.

((Employees in classifications 7346 Painter, 7242 Painter Supervisor I, and 7278 Painter Supervisor II shall be paid twenty-seven dollars a day, seven days a week, for room and board for such period as they may be required to live away from their place of residence. Such maintenance shall not be considered as wages and shall be paid by separate check.))

SECTION 27. Pursuant to Section VI-a of the Administrative Provisions of the Salary Standardization Ordinance whenever any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States, the Controller with the approval of the Mayor's Office is hereby authorized to make such transfer of funds not to exceed the actual cost of said holiday from any legally available fund.

SECTION 28. The Controller is authorized and directed to transfer from the Reserve for Litigation Account for General Fund supported departments or from any other legally available funds for special revenue funds, amounts required to make payments required to settle litigation relative to back pay thereon against the City and County of San Francisco when settlement of such back pay claims has been recommended by the City Attorney and approved by the Board of Supervisors in the manner provided in the charter. Such funds are hereby appropriated for the purposes set forth herein.

SECTION 29. The Treasurer and Controller are hereby authorized to transfer available fund balances within pooled cash account to meet the cash flow needs of the City, provided that special and non-subsidized enterprise funds shall be credited interest earnings on any funds temporarily borrowed therefrom at the rate of interest earned on the overall pooled cash fund. No such cash transfers shall be allowed where the investment of said funds in investments such as the pooled funds of the City and County is restricted by law.

SECTION 30. Funds contributed to meet operating deficits and/or to provide matching funds for federal medicaid under SB 855 or similar legislation for San Francisco General Hospital are specifically deemed to be made exclusively from local property and business tax sources.

SECTION (29) 31. Whenever the City and County has authorized appropriations for the advance funding of projects which may at a future time be funded from the proceeds of general obligation, revenue, or lease revenue bond issues or other legal obligations of the City and County, the Controller shall recover from bond proceeds or other available sources, when they become available, the amount of any interest earnings foregone by the General Fund as a result of such cash advance to disbursements made pursuant to said appropriations. The Controller shall use the monthly rate of return earned by the Treasurer on general city pooled cash funds during the period or periods covered by the advance as the basis for computing the amount of interest foregone which is to be credited to the General Fund.

SECTION (30) 32. Whenever the San Francisco County Transportation Authority requests advance funding of the costs of administration or the costs of projects specified in the City and County of San Francisco Transportation Expenditure Plan which will be funded from proceeds of the transactions and use tax as set forth in Article 14 of Part III of the Municipal Code of the City and County of San Francisco, the Controller is hereby authorized to make such advance. The



May 7, 1993

The Honorable Board of Supervisors
City and County of San Francisco
Room 235, City Hall
San Francisco, CA 94102

Attention: John L. Taylor
Clerk of the Board

Re: 1993-94 Annual Salary Ordinance

Dear Mr. Taylor:

Attached hereto are schedules of charges and deductions for maintenance under Section 1.3-C of the Annual Salary Ordinance commencing July 1, 1993.

We have included comparative summaries of meal, lodging, and laundry costs furnished to employees. Costs were compiled from departmental data on rates as established in the 1992-93 Annual Salary Ordinance.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Ed Harrington", written over a horizontal line.

Edward Harrington
Controller

EH:SM:lg-asorates.93

Attachments

	<u>1992-93</u>	<u>1993-94</u>
1. <u>MEALS</u>		
A. Hetch Hetchy Boarding Hours (Except O'Shaughnessy guest cottage)		
Breakfast, per meal	\$ 4.00	\$ 5.00
Lunch, per meal	9.00	10.00
Dinner, per meal	14.00	18.00
B. O'Shaughnessy guest cottage		
Breakfast, per meal	\$ 13.00	\$ 12.00
Lunch, per meal	18.00	18.00
Dinner, per meal	25.00	25.00
Room, cottage	27.00	27.00
Room, bunk house	16.00	16.00
C. Department of Public Health		
Breakfast, per meal		
Laguna Honda Hospital	\$ 4.50	\$ 4.39
San Francisco General Hospital	4.30	4.24
Lunch, per meal		
Laguna Honda Hospital	\$ 5.60	\$ 5.47
San Francisco General Hospital	6.70	6.57
Dinner, per meal		
Laguna Honda Hospital	\$ 5.15	\$ 5.16
San Francisco General Hospital	7.30	7.10
D. Juvenile Court		
All institution, per meal	\$ 5.50	\$ 5.50
E. Recreation and Park - Camp Mather per meal	\$ 4.40	\$ 6.00
F. Sheriff		
All jails, per meal	\$ 1.20	\$ 1.20
2. <u>LAUNDRY</u>		
(With the exception of the free laundrying of uniforms for interns, residents, nurses, kitchen helpers and other employees.)		
per pound	\$.46	\$.45

	<u>1992-93</u>	<u>1993-94</u>
3. <u>ROOM</u>		
(With the exception of free rooms furnished to interns and residents.)		
per bi-weekly pay period	\$175.00	\$166.53
per person, per night	17.50	23.79

HOUSE OR APARTMENT

Unless otherwise specified, lodging for all facilities except Hetch Hetchy Project, \$50.00 per room per month, or in accordance with the recommendation of the Director of Property on the request of the Department Head.

BOARD - COST PER MEAL (see note)

Hetch Hetchy Boarding House (Except O'Shaughnessy guest cottage)	\$ 8.99	\$ 11.08
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O'Shaughnessy guest cottage	\$ 16.00	\$ 27.18
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Other Departments and Institutions

Laguna Honda Hospital		
Breakfast, per meal	\$ 4.47	\$ 4.39
Lunch, per meal	5.60	5.47
Dinner, per meal	5.14	5.16
Average, per meal	5.20	5.16

San Francisco General Hospital		
Breakfast, per meal	\$ 4.29	\$ 4.24
Lunch, per meal	6.68	6.57
Dinner, per meal	7.30	7.10
Average, per meal	6.09	6.06

Juvenile Court		
Log Cabin Ranch School		
Average	\$ 5.62	\$ 5.50

Juvenile Hall		
Average	\$ 5.37	\$ 5.50

Average cost per meal-Juvenile Court	\$ 5.50	\$ 5.50
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	<u>1992-93</u>	<u>1993-94</u>
Recreation and Park Camp Mather Average	\$ 4.42	\$ 6.00
Sheriff All jails, average	\$ 1.20	\$ 1.20

LAUNDRY

San Francisco General Hospital Unit cost per round	\$.46	\$.45
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LODGING

San Francisco General Hospital Room, per person per month	\$361.00	\$366.79
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NOTE: Sales of meals by employers to employees are subject to state sales tax. Thus, meals sold to employees by the City and County are subject to 8.5% sales tax. The meal cost figures and the 1992-93 Annual Salary Ordinance rates stated in the schedules do not include any provisions for 8.5% sales tax payable by the City to the State.

**RECOMMENDATIONS BY THE
BUDGET ANALYST
ON THE INTERIM BUDGET EFFECTIVE JULY, 1993**

NEW POSITIONS AND PROGRAMS

Page No./
(Index Code)

Mayor's Office of Children, Youth and Their Families

Page 1743/
Object 190
(324376)

The Children's Services Plan for Fiscal Year 1993-94 includes allocations of \$143,610 for Special Projects in the Job Readiness, Education and Training category and \$116,901 in the Delinquency Prevention, Education, Recreation, Libraries category. The Mayor's Office of Children, Youth and Their Families (MOCYF) intend to use \$150,000 of this funding included in their 1993-94 budget request for summer youth recreation and jobs programs. The MOCYF has initiated a request for proposal process (RFP) with a June 18, 1993 deadline for these programs. Therefore MOCYF proposes appropriating \$150,000 but reserving the full \$150,000 pending final selection of the contractors.

Page 1538/
Object 001
(620401)

Recreation and Park Department

Maint. Op. of Marina Yacht Harbor

1 1630 Account Clerk

\$30,000

This position would be a full-time permanent position replacing a half-time temporary employee, resulting in an increase of half of a full time equivalent position. The Budget Analyst recommended half of a full time equivalent position in the Management Audit of the Marina Yacht Harbor for purposes of managing the Yacht Harbor waiting list and boat transfers for assigning vacant berths.

Page 1535/
Object 001
(375899)

Development and Planning

Natural Areas Management Plan

1 3418 Gardner Supervisor

\$40,414

This position is requested to provide supervision to a youth group that will be doing a natural habitat restoration project this summer.

**RECOMMENDATIONS BY THE
BUDGET ANALYST
ON THE INTERIM BUDGET EFFECTIVE JULY, 1993
NEW POSITIONS AND PROGRAMS**

Page 1565 & 1566/ Object 001 (620799)	Development and Planning	
	1 1446 Secretary II	\$36,566
	1 5282 Planner IV	66,111
	3 3417 Gardner	117,921
	2 3434 Tree Topper	86,548
	1 3436 Tree Topper Supvr.	51,287
	1 7328 Operation Engineer	<u>56,533</u>
	Total	\$414,966

This group of positions would be fully funded from the 1992 Golden Gate Bond Fund. These positions are needed to manage the improvements at five parks and various infrastructure projects including a new water supply and distribution system, erosion control, reforestation, rehabilitation of pathways, restrooms and provision of disabled access.

Item 6 -File 152-93-2

Item: Resolution declaring the intent of the Board of Supervisors to subsequently appropriate \$400,000 from jail overcrowding fines to augment grant funds from the United States Department of Health and Human Services for a substance abuse treatment services program designed to decrease the jail population.

Description: Ms. Nancy Rubin, Associate Director, Community Substance Abuse Services (CSAS), a division of the Department of Public Health, reports that CSAS will be submitting an application for \$600,000 in grant funds to the Federal Department of Health and Human Services (DHHS). The grant funds are for a substance abuse program which will target diversionary and/or probation populations. The purpose of the program is to both treat substance abuse and to decrease the jail population by diverting these individuals from the jail system to substance abuse treatment services. The Federal DHHS gives priority in the award of grant funds to jurisdictions operating under Court order to reduce jail populations because of overcrowding.

The City and County of San Francisco has been ordered by the Federal Court to pay a fine of \$300 a day for each inmate at County Jail No. 1 that exceeds the rated capacity of the jail unit. As required by the Federal Court, the City has placed the money into a special account that presently has a balance of approximately \$470,000. The City is permitted to use the fine money for programs to reduce jail overcrowding.

According to Ms. Rubin, presently there are no substance abuse treatment programs in the City which target diversionary and/or probation populations. The DHHS grant-funded program would treat substance abusing offenders and decrease jail overcrowding by (1) deferred prosecution where the District Attorney in cooperation with the criminal Court delays prosecution of drug related cases while the defendant completes substance abuse treatment, (2) court referrals to treatment where a judicial authority defers sentencing while a defendant completes a treatment program and (3) pretrial releases, probationers, or other supervised releases identified as suited for diversion from incarceration. The proposed treatment services would target inmates who would otherwise be incarcerated. In this way, substance abuse treatment services would directly reduce the jail population and relieve overcrowding.

The proposed program includes a continuum of services as required by the DHHS:

- a) Identification/referral of appropriate inmates,
- b) Evaluation and assessment of potential participants,
- c) Medical assessments of potential participants,
- d) Dedicated criminal justice staff,
- e) Community substance abuse treatment.

CSAS proposes a combined budget of grant funding augmented by jail fine funding as follows:

	<u>Jail Fines</u>	<u>Grant</u>	<u>Total</u>
Jail Psychiatric Services	\$40,000	\$100,000	\$140,000
District Attorney's Office	78,000	50,000	128,000
Probation Department	22,000	50,000	72,000
Residential Treatment	<u>320,000</u>	<u>400,000</u>	<u>720,000</u>
Total Request	\$460,000	\$600,000	\$1,060,000

The estimated cost of Residential Treatment budgeted at \$720,000, including \$320,000 from jail fines, would provide treatment to approximately 200 clients.

Comment:

The proposed resolution of intent would not appropriate funds from the court fines account or authorize the application for a grant. These actions would be the subject of separate, future legislation that would require Board approval.

Recommendation: Approve the proposed resolution.

Item 7 - File 93-93-1.1

1. The proposed resolution would urge the Mayor to negotiate with the San Francisco Police Officers Association (POA) to seek changes in the current agreement with the Association and the City which would result in the members of the Association making concessions on salary for Fiscal Year 1993-94 in exchange for additional retirement benefits in the future. The resolution states that such savings in Fiscal Year 1993-94 could allow the City to retain 85 uniformed officers in the Police Department that have been eliminated from the Mayor's proposed budget for Fiscal Year 1993-94.

2. The Budget Analyst has been informed that a proposal may be presented in order to reduce the scheduled pay increase for uniformed officers from 5% to 2%. Based on the expected cost of the 5% increase in 1993-94 of \$5.75 million (see point 4 below), this would save approximately \$3.45 million in 1993-94. In addition, a potential proposal for uniformed officers to work four hours a month without pay could reduce overtime expenditures. However, the details of this plan have not been provided and therefore potential savings from this proposal have not been estimated.

3. Various proposals to modify the current agreement between the City and the POA have been discussed. Past discussions have suggested that the POA may be willing to suspend a scheduled 5% 1993-94 salary increase in return for improved retirement benefits for uniformed officers who are currently enrolled in "Tier 2" retirement plan. A proposal by the POA would be to convert the benefits package for Tier 2 members to a plan equivalent to the California PERS Safety Plan similar to the plan of the Deputy Sheriff's. However, according to an estimate of the Retirement System's Actuary, such a change to the City Employees' Retirement System would be costly. The Retirement System's Actuary estimates that, on a present value basis, such a plan would cost between \$30 million and \$50 million. The broad range is due to uncertainty as to how many Tier 2 plan members would continue working to the age of 55 before retiring should the benefits be improved.

4. Based on expenditure data contained, as of the writing of this report, in the Mayor's proposed budget for Fiscal Year 1993-94, we estimate that the cost of Salary Standardization for uniformed officers in the Police Department will be approximately \$5.75 million unless the 5% increase for 1993-94 is suspended.

5. The Mayor's proposed budget for Fiscal Year 1993-94 has deleted 85 filled uniformed officer positions. The cost of restoring these positions, for base salaries and fringe benefits alone, is approximately \$4.6 million before Salary Standardization; and \$4.8 million with a 5% increase to base salaries. This amount does not include additional expenditures that may be required, such as night differential and overtime pay, or materials and supplies.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 8 - File 127-93-7

Department: Mayor's Office

Item: The proposed ordinance would amend Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) to establish a new Business Classification for Passenger Vehicle Rental businesses (Rental Car Companies) and to increase the Gross Receipts Tax rate from 0.3% to 7.0% for this classification as of September 1, 1993.

Description:

1. The proposed ordinance would become effective on September 1, 1993. It establishes a Gross Receipts Tax of \$700 on the first \$10,000 of annual receipts or fraction thereof and a tax of \$70 on each additional \$1,000 of gross receipts or fraction thereof for Passenger Vehicle Rentals.
2. The ordinance includes language defining "passenger vehicles" to exclude motor trucks or truck tractors, vehicles designed to carry 10 passengers or more used for transportation of persons, and leases or rentals for periods of 61 days or more.

1993-94 Estimated Revenue: \$2,596,000 - This increased revenue is budgeted in the Mayor's recommended 1993-94 budget.

The Budget Analyst concurs with the revenue estimate of the Controller.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 9 - File 127-93-8

Department: Mayor's Office

Item: The proposed ordinance would amend Article 9 of Part 3 of the San Francisco Municipal Code (Tax on Occupancy of Parking Space in Parking Stations) by:

- (1) Repealing Section 602.5-2 thereof to effect the termination of the suspension of one-half of the Parking Tax Surcharge; and
- (2) Amending Sections 608 and 609 thereof to change the payment and reporting periods for the Parking Tax from quarterly to monthly.

Description: 1. Section 602.5-2 of Article 9 of Part 3 of the San Francisco Municipal Code states that:

"Five percent of the 10-percent parking tax surcharge, which was approved as "Proposition R" on the June 3, 1980 ballot, shall be suspended, effective January 1, 1993 or after, the suspension going into effect only upon the approval of a supplemental appropriation that increases the General Fund contributed revenue reserves in fiscal year 1992-93 to \$10,000,000, as certified by the Controller. The suspension shall expire upon the adoption of an ordinance by the Board of Supervisors terminating the suspension." (The General Fund Reserve amount included in the proposed 1993-94 Annual Appropriation Ordinance is \$9,315,530.)

2. This proposed ordinance would delete section 602.5-2 and the present 25 percent tax rate would remain in effect.

3. Section 608 of Article 9 of Part 3 of the San Francisco Municipal Code would be amended to require that privately operated parking facilities remit parking tax payments on a monthly basis instead of the current requirement to make such payments quarterly.

1993-94 Estimated Revenue: Parking tax revenues will remain unchanged from amounts projected for 1993-94. Parking Tax revenues allocated to the General Fund of \$23,565,000 are budgeted in the Mayor's recommended 1993-94 budget. Parking Tax revenues allocated to the Senior Citizens Programs Fund for 1993-94 amount to \$5,891,250.

Memo to Budget Committee
June 16, 1993

If the Parking Tax rate were to decrease from 25% to 20%, which would represent a 20 percent reduction, the General Fund revenue decrease for 1993-94 would approximate \$4.7 million.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 10 - File 127-93-9

Item: The proposed ordinance would amend Part III of the San Francisco Municipal Code by adding Section 502.7 to impose an additional 1.5 percent surcharge on the Hotel Occupancy Tax effective August 15, 1993.

Description: The proposed ordinance would add Section 502.7 to Part III of the San Francisco Municipal Code and impose an additional 1.5 percent surcharge on the Hotel Occupancy Tax. The current Hotel Tax rate of 11 percent would therefore increase to 12.5 percent.

**1993-94 Estimated
Revenue:**

The Mayor's recommended 1993-94 budget proposes a Hotel Tax rate increase of 1 percent (from 11 percent to 12 percent; see Item 11, File 127-93-10). The revenue increase resulting from the Mayor's Hotel Tax rate proposal of a one percent increase for 1993-94 is \$6.7 million. Total estimated Hotel Tax revenues included in the Mayor's recommended 1993-94 budget, including basic revenues (8 percent) and surcharge revenues (3 percent) amounts to \$91,076,000.

This proposed ordinance, increasing the Hotel Tax rate by 1.5 percent to 12.5 percent, would increase revenues to the City's General Fund by approximately \$10.05 million over 1993-94 projected revenues at the current Hotel Tax rate of 11 percent.

Therefore, increasing the Hotel Tax Rate to 12.5 percent as proposed in this ordinance would provide approximately \$3.35 million more (\$10.05 million less \$ 6.7 million more proposed by Mayor) General Fund revenue than is proposed in the Mayor's 1993-94 recommended budget.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Items 11 - File 127-93-10

Item: The proposed ordinances would amend Part III of the San Francisco Municipal Code to: increase the Transient Occupancy Tax (Hotel Tax) surcharge, deposited in the General Fund, by 1% (from 1.75% to 2.75%) effective August 15, 1993; to fund the Asian Art Museum and the Fine Arts Museum from Hotel Tax Fund proceeds ; to reduce the percentage of Transient Occupancy Tax allocated to administration; and, to limit Fiscal Year 1993-94 allocations, with the exception of the Cultural Endowment Equity Fund to be created in 1993-94, to the amounts allocated in Fiscal Year 1992-93.

Description: 1. Section 502.5. of Part III of the San Francisco Municipal Code added a 1.75 percent General Fund surcharge to the Hotel Tax rate effective July 1, 1980. This proposed ordinance would increase that surcharge to 2.75 percent effective August 15, 1993. Therefore, the total Hotel Tax rate would increase from 11 percent to 12 percent. In addition to the existing basic Hotel Tax rate of 8 percent, the existing Hotel Tax rate of 11 percent includes the aforementioned 1.75 percent General Fund surcharge and a 1.25 percent Moscone Center surcharge.

2. Proceeds from the base Hotel Tax rate of 8% (excluding all current surcharges which equal 3% and bring the total Hotel Tax rate to 11%) are deposited in the Hotel Tax Fund and allocated to specific programs. The allocation is detailed in Section 515 of Part III of the San Francisco Municipal Code. The allocation was amended by ordinance in January, 1993 in order to include a Cultural Endowment Equity Fund allocation of 1.25% of total Hotel Tax Fund proceeds in 1993-94.

This proposed ordinance would further amend the allocation and add allocations for the Asian Art Museum and Fine Arts Museum and reduce the allocation for administration from 0.6% to 0.2%.

The proposed Hotel Tax allocations for the Museums are as follows:

	<u>1993-94</u>	<u>1994-94</u>	<u>1995-96</u> and thereafter
Asian Art Museum	2.16%	2.1%	2.045%
Fine Arts Museum	5.56%	5.36%	5.155%

The effect of this allocation to the Museums in 1993-94 would be to reduce the surplus monies in the Hotel Tax Fund that are presently transferred to the General Fund. However, the proposed ordinance would also limit Hotel Tax allocations to all other programs designated in Section 515 to actual allocations received in 1992-93. This limitation thus creates a surplus of approximately \$3.2 million that can be transferred to the General Fund while allocating \$1.32 million to the Asian Art Museum and \$3.4 million to the Fine Arts Museum in Fiscal Year 1993-94.

The table below shows the revised allocation included in the Mayor's recommended 1993-94 budget based on this proposed ordinance.

<u>Allocation of 8% Hotel Tax</u>	<u>FY 92-93</u>	<u>FY 93-94 Recommended by Mayor*</u>
Yerba Buena Center	\$24,012,800	\$24,012,800
Convention and Visitors Bureau	5,717,333	5,717,333
Housing Programs	3,601,899	3,601,899
War Memorial	5,717,333	5,717,333
Candlestick Park	3,561,899	3,561,899
Administration	343,040	98,941
Publicity & Advertising	9,719,467	9,719,467
Cultural Endowment Equity Fund	0	764,700
Asian Art Museum	0	1,321,402
Fine Arts Museum	0	<u>3,401,386</u>
Subtotal	<u>\$52,673,770</u>	<u>\$57,917,160</u>
General Fund	4,499,563	3,258,840
Total	\$57,173,333	\$61,176,000

- * Limits program allocations to 92-93 dollar amount levels; funds Cultural Endowment Equity fund at planned 1.25% level; reduces allocation to Administration; adds allocations to Asian Art Museum and Fine Arts Museum.

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1993-94 Estimated Revenue Increase: \$6.7 million in General Fund Revenue from a one percent increase in the Hotel Tax surcharge - This increased revenue is budgeted in the Mayor's recommended 1993-94 budget.

The limitation on the existing allocations of the Hotel Tax Fund and the addition of allocations to the Asian Art and Fine Arts Museums still results in a \$3,258,840 allocation to the General Fund and eliminates all General Fund allocations to the Asian Art Museum (\$1,276,751 in 1992-93) and to the Fine Arts Museum (\$4,142,180 in 1992-93).

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 12 - File 127-93-11

Item: This proposed ordinance is exactly the same as Item 11, File 127-93-10, except that the Hotel Tax surcharge specified in Section 502.5 of Part III of the San Francisco Municipal Code would increase by two percent (instead of one percent) from 1.75 percent to 3.75 percent effective August 15, 1993.

Description: The Hotel Tax surcharge would, under this proposed ordinance, increase by two percent from 1.75 percent to 3.75 percent. Therefore, the total tax rate for the Hotel Tax would increase from 11 percent to 13 percent.

In addition, like the previous Item 11, File 127-93-10, the Municipal Code would be amended to fund the Asian Art Museum and the Fine Arts Museum from Hotel Tax Fund proceeds; to reduce the percentage of Transient Occupancy Tax allocated to administration; and, to limit Fiscal Year 1993-94 allocations, with the exception of the Cultural Endowment Equity Fund to be created in 1993-94, to the amounts allocated in Fiscal Year 1992-93.

1993-94 Estimated Revenue:

The Mayor's recommended 1993-94 budget proposes a Hotel Tax rate increase of 1 percent, from 11 percent to 12 percent; see Item 11, File 127-93-10. That revenue increase resulting from the Mayor's Hotel Tax rate proposal for 1993-94 is \$6.7 million.

This proposed ordinance, increasing the Hotel Tax rate to 13 percent, would increase revenues to the City's General Fund by approximately \$13.4 million over 1993-94 projected revenues at the current Hotel Tax rate of 11 percent.

Therefore, increasing the Hotel Tax Rate to 13 percent as proposed in this ordinance (a two percent increase) would provide approximately \$6.7 million more General Fund revenue than is proposed in the Mayor's 1993-94 recommended budget (which includes a one percent increase).

As with Item 11, File 127-93-10, the limitation on allocations of the Hotel Tax Fund and the addition of allocations to the Asian Art and Fine Arts Museums still results in a \$3,258,840 allocation to the General Fund and eliminates all General Fund allocations to the Asian Art Museum (\$1,276,751 in 1992-93) and to the Fine Arts Museum (\$4,142,180 in 1992-93).

The table below compares the three alternative proposals presented by items 10, 11 and 12 (Files 127-93-9, 127-93-10 and 127-93-11).

Comparison of Hotel Tax Surcharge Proposals

	<u>1993-94 Hotel Tax Surcharge Revenue</u>	<u>Increase over 11 percent Tax Rate</u>	<u>Increase over Mayor's 93-9 Revenue</u>
Revenue at 11% total Hotel Tax Rate	\$23,199,000		
Mayor's Proposal Included in Recommended 1993-94 Budget - increase surcharge by 1 percent to set full Hotel Tax Rate at 12 percent Item 11, File 127-93-10	\$29,900,000	\$6,701,000	-0-
Proposal to increase surcharge by 1.5 percent to set full Hotel Tax Rate at 12.5 percent Item 10, File 127-93-9	\$33,251,000	\$10,052,000	\$3,351,000
This ordinance - Proposal to increase surcharge by 2 percent to set full Hotel Tax Rate at 13 percent Item 12, File 127-93-11.	\$36,601,000	\$13,402,000	\$6,701,000

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 13 - File 127-93-12

Item: The proposed ordinance would amend Part III of the San Francisco Municipal Code (Utility Users' Tax) to apply the Utility Users Tax to Cellular Telephone Users effective September 1, 1993, to increase the interest rate assessed against delinquent accounts and to clarify liability for taxes imposed by this Article.

Description:

1. The amended ordinance would specifically include cellular phones and "enhanced mobile radio communication services" as taxable.
2. Section 710 (Interest and Penalty) of this Article is to be amended to impose interest and penalties on delinquencies for taxes "required to be collected" from a service user instead of for taxes "collected".
3. Interest charged on delinquent payments will increase from six percent per annum to one percent per month (12 percent per annum).

1993-94 Estimated Revenue: \$833,000 - This increased revenue for imposing the Utility Users Tax on Cellular Telephone Users is budgeted in the Mayor's recommended 1993-94 budget and assumes a Utility Users' Tax Rate of 7%. If the tax rate is increased to 7.5%, as proposed in File 127-93-5.1, additional revenue for 1993-94 would equal approximately \$60,000.

The Controller's estimate is based on information regarding the average cellular bill per month and an estimate of the number of cellular customers located in San Francisco. The Budget Analyst concurs with the Controller's estimate.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 14 - File 127-93-13

Item:

The proposed ordinance would amend Part III of the San Francisco Municipal Code to provide for graduated Payroll Expense Tax Rates and to lower the qualifying maximum for the Small Business Exemption to the Payroll Expense Tax and to provide for graduated Annual Business Tax Registration Fees.

The new graduated tax rates and exemptions would become effective, retroactively, on January 1, 1993. The new graduated business registration fees will become effective on January 1, 1994.

Description:

1. Presently, the payroll tax is 1.5 percent of annual payroll expense for San Francisco businesses. Small businesses whose annual payroll tax liability does not exceed \$2,500 are exempt from paying the payroll tax. Therefore, small business whose annual payrolls do not exceed \$166,667 are exempt (\$2,500 divided by 1.5 percent).

2. This ordinance proposes to set the following Payroll Tax rates.

For Businesses with annual payrolls from \$1 to \$140,000	1 percent
For Businesses with annual payrolls from \$140,001 to \$166,667	1.25 percent
For Businesses with annual payrolls in excess of \$166,667	1.50 percent

3. Also, this proposed ordinance would change the amount of tax liability for the small business exemption. Under the proposed ordinance, businesses with a liability of \$1,000 or less, instead of \$2,500 or less as is now the case, would not be subject to the Payroll Tax. Therefore, a small business with a payroll of \$100,000 annually (\$1,000 divided by 1 percent) would be exempt from paying the tax. This would result in more businesses paying the Payroll Tax.

4. Presently, all San Francisco businesses pay an annual Business Tax Registration Fee of \$150 annually unless their gross receipts are \$15,000 or less. This proposed ordinance would amend this fee and impose the following graduated schedule for the Annual Business Tax Registration Fee:

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For Businesses with a computed Payroll or Gross Receipts Tax for the most recent year filed of between:

<u>Computed Tax Liability</u>	<u>Annual Business Tax Registration Fees</u>
\$1 and \$10,000	\$150
\$10,001 and \$50,000	\$250
\$50,001 and above	\$500

5. Small businesses with gross receipts of \$15,000 or less are now exempt from any Business Tax Registration Fee. The proposed ordinance would charge a minimum Annual Business Tax Registration Fee of \$25 annually for such businesses whose gross receipts are \$15,000 or less.

1993-94 Estimated Revenue:

The Controller has estimated that total increased revenue attributed to this proposed Payroll Tax and Business Tax Registration Fee increase will be approximately \$10.6 million in 1993-94. This increased revenue is budgeted in the Mayor's recommended 1993-94 budget.

Comments:

1. Since business must pay the City the higher of their computed tax liability from either the Payroll Tax or Gross Receipts Tax, if the computed liability under the existing Gross Receipts Tax rates is higher than the computed liability under the proposed Payroll Tax rates, then the business must pay the City the Gross Receipts Taxes owed and not the proposed Payroll Taxes computed under this proposed ordinance.

2. The Mayor's recommended 1993-94 budget includes estimated revenues of \$23,938,000 from the Gross Receipts Tax, \$144,436,000 from the Payroll Tax and \$7,585,000 from the Annual Business Tax Registration Fees.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 15 - File 127-93-14

1. This is a proposed ordinance that would amend Section 515 of Part III of the San Francisco Municipal Code relating to the Hotel Tax ordinance. It would make minor technical changes and allocate a portion of the Hotel Tax Fund revenue to the Asian Art Museum and the Fine Arts Museum in the manner discussed in our reports on Items 11 and 12, File 127-93-10 and 127-93-11.

2. There are slight differences with the percentage allocations for the Asian Art Museum and the Fine Arts Museum specified in this ordinance and the percentage allocations specified in Items 11 and 12, File 127-93-10 and 127-93-11. Under this proposed ordinance, the Asian Art Museum would receive \$25,694 more Hotel Tax Funds in 1993-94 and the Fine Arts Museum would receive \$2,417 less Hotel Tax Funds in 1993-94.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



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Item 16 - File 100-93-2.1

Note: This item was continued by the Budget Committee at its meeting of June 9, 1993.

This item is a hearing to consider reports by the Mayor and the Controller on the status of the Mayor's recommended 1993-94 budget.

Items 17 and 18 -Files 7-93-9 & 9-93-9.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution (File 7-93-9) making a finding concerning proposed revisions of the San Francisco Municipal Railway Fare Schedule.

Resolution (File 7-93-9.1) approving a revised fare schedule for the San Francisco Municipal Railway.

Description: Item 18 (File 7-93-9.1) is a proposed resolution approving changes to the Municipal Railway Fare Schedule effective August 1, 1993. A comparison of the current and proposed fare amounts is as follows:

<u>Fare Category</u>	<u>Current Fare Amount</u>	<u>Proposed Fare Amount</u>	<u>Increase/ Decrease</u>
SCHEDULED MOTOR COACH, TROLLEY, LIGHT RAIL VEHICLE AND STREETCAR SERVICE:			
Adult Fares:			
Single Trip Cash Fare	\$1.00	\$1.25	\$0.25
Single Trip Token Fare	0.90	1.10	0.20
Monthly Fast Pass	32.00	37.00	5.00
Half-Month Fast Pass	16.00	18.50	2.50
Day Pass	6.00	6.00	no change
Three-Day Pass	10.00	10.00	no change
Seven-Day Pass	15.00	15.00	no change
Discount Fares for Youth (Individuals 5 through 17 years of age), Seniors (Individuals at least 65 years of age) and Disabled Individuals:			
Single Trip Cash Fare	0.25	0.35	0.10
Monthly Fast Pass	5.00	8.00	3.00
Fifteen Ride Ticket Book	5.25	5.25	no change
Children (Under age 5):	Free	Free	no change
Premium Fare for Express Service:			
Single Trip Cash Fare	1.00	1.50	0.50
With Regular Fast Pass	Free	0.25	0.25
Premium Monthly Pass (when available)	32.00	47.00	15.00

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<u>Fare Category</u>	<u>Current Fare Amount</u>	<u>Proposed Fare Amount</u>	<u>Increase/ Decrease</u>
SCHEDULED CABLE CAR SERVICE:			
Adult Fare			
One-way Single Trip Fare			
Cash	\$3.00 *	\$2.00	\$(1.00)
Token Cost plus \$1.00			
Cash	0.90	1.10	0.20
Monthly Fast Pass	32.00	37.00	5.00
Half-Month Fast Pass	16.00	18.50	2.50
Day Pass	6.00	6.00	no change
Three-Day Pass	10.00	10.00	no change
Seven-Day Pass	15.00	15.00	no change
30-Ride Ticket Book	30.00	20.00	(10.00)

* This adult fare permits a round trip or transfer during a two hour period after purchase.

Discount Fares for Seniors (Individuals at least 65 years of age) and Disabled Individuals that are good only during non-peak hours:

Single Trip Cash Fare **	1.00	1.00	no change
Monthly Fast Pass	5.00	8.00	3.00

** good only during non-peak hours.

Children (Under age 5):	Free	Free	no change
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SPECIAL EVENTS SERVICES (PER ROUND TRIP)

Adult Fares			
Cash	5.00	5.00	no change
Monthly Fast Pass plus added cash	2.00	2.00	no change

Discount Fares for Students and Senior/Disabled Individuals

Cash	3.00	3.00	no change
Monthly Fast Pass plus added cash	2.00	2.00	no change

CHARTER SERVICE

Full Charter Rate per Hour Cost

Motor or trolley coach requiring no conductor	69.00	85.00	16.00
Light Rail Vehicle (LRV) requiring no conductor	156.00	156.00	no change
Cable Car requiring conductor	169.00	169.00	no change
Historic street car requiring conductor	128.00	128.00	no change

BOARD OF SUPERVISORS
BUDGET ANALYST

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Item 17 (File 7-93-9) is a companion resolution that makes a finding that the proposed fare revisions will increase revenues but will not be sufficient to pay for all Municipal Railway costs without requiring a tax subsidy.

Comments:

1. With respect to the companion resolution (File 7-93-9), based on the review of the Mayor's FY 1993-94 recommended budget for the Municipal Railway (MUNI), the Budget Analyst concurs that the proposed fare revisions will increase revenues but will not be sufficient to pay for all MUNI costs without requiring a tax subsidy. In FY 1993-94, MUNI will receive an estimated \$87.2 million in General Fund monies from the City (compared with \$102.6 in General Fund monies received in FY 1992-93).

2. The Public Utilities Commission (PUC) has submitted these resolutions pursuant to Section 3.598 of the Charter, which requires Board of Supervisors approval of MUNI fare revisions.

3. PUC estimates that the proposed fare increases will amount to \$12.8 million in additional estimated revenues to the City for FY 1993-94, based on an effective implementation date of 8/1/93, as follows:

<u>Category</u>	<u>Current Price</u>	<u>Proposed Price</u>	<u>Estimated New Annual Revenues</u>
Adult Cash/Token	\$1.00/\$0.90	\$1.25/\$1.10	\$5,504,211
Adult Full Month and Half Month Fast Passes	32.00/16.00	37.00/18.50	3,708,531
Discount Cash (Senior and Disabled)	0.25	0.35	704,747
Discount Fast Pass (Senior and Disabled)	5.00	8.00	1,368,961
Discount Cash (Youth)	0.25	0.35	548,137
Discount Fast Pass (Youth)	5.00	8.00	953,658
Premium Fare for Express Service (Cash/ Fast Pass)	1.00/Free	1.50/0.25	<u>1,198,840</u>
Total Estimated Annual Revenues for FY 1993-94			\$13,987,085
Total Estimated Revenues if Implemented 8/1/93			\$12,821,495

4. As indicated above the proposed fare increases are estimated to provide \$12.8 million in additional revenue to the City for fiscal year 1993-94 based on an effective date of 8/1/93. The 1992-93 projected actual passenger fare revenues for the MUNI are \$87.2 million, or \$13.4 million less than the estimated \$100.6 million revenues for FY 1993-94.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. PUC staff is requesting an amendment to the proposed legislation (File 9-93-9.1) that would revise the PUC approved changes to the Municipal Railway Fare Schedule. The revision would withdraw the proposed \$10.00 reduction to the adult 30-Ride Ticket Book for cable cars by retaining the \$30.00 current fare amount. Ms. Kathleen Kelly of the PUC advises that 50 of the 30-ride ticket books were purchased during the current year for a total revenue of \$1,500. The withdrawal of the \$10.00 reduction would increase estimated revenues by \$500. Ms. Kelly advises that revenue from these ticket books were not included in PUC overall revenue estimates because less than 500 ticket books were sold during the current year.

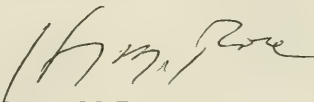
6. Ms. Kelly also advises that charter revenues from motor or trolley coaches during the current year totaled \$7,797 (113 hours x \$69.00 per hour). With the proposed increase of \$16 per hour from \$69 per hour to \$85 per hour, an additional \$1,808 (\$16 per hour x 113 hours) would be realized.

7. The withdrawal of the \$10.00 reduction to the 30-Ride Ticket Book for cable cars and the increase for the full charter rate for motor or trolley coach would increase estimated revenues by \$2,116 ($\$2,308 \times 11/12$) from \$12,821,495 to \$12,823,611 for FY 1993-94.

8. Based on the attached table provided by the PUC, the Budget Analyst has computed the average Adult Cash Fare charged by 11 other major transit systems to be \$1.09 as compared to the \$1.25 Adult Single Trip Cash Fare proposed for MUNI under this legislation. Adult Monthly Passes average \$39.20 for 10 other major transit systems. However, such fares are \$40.00 or more in six of those other cities or jurisdictions. These fares compare with the proposed \$37.00 Adult Monthly Fast Pass for MUNI. Fares for seniors average \$0.53 per ride in the 11 other major transit systems compared to the proposed \$0.35 for MUNI.

Recommendation: Approve the proposed resolution which finds that MUNI will require a tax subsidy if the proposed fare revisions are approved by the Board of Supervisors (File 7-93-9).

Approval of the proposed Resolution (File 7-92-9.1) revising MUNI fares, including the Department's request to reinstate the current fare amount for 30-Ride Ticket Book for cable cars, is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

SAN FRANCISCO MUNICIPAL RAILWAY

ANALYSIS OF FARE SCHEDULES FOR OTHER MAJOR BUS TRANSIT SYSTEMS

CITY	ADULT CASH FARE	TRANSF PRICE	MONTH ADULT PASS	ADULT BRKEVN RATIO	SR. FARE	SR. PASS	YOUTH CASH FARE	YOUTH PASS
Chicago	\$1.25	\$0.30	\$50	40	\$0.60	\$33	\$0.60	\$33
Philadelphia	1.50	0.40	58	39	free/ 1.50	--	1.50	58
Washington D.C.	1.00	free	40 ¹	40	0.30	--	1.00	40
New York City	1.25	free	--	--	0.60	--	-- ²	--
Baltimore	1.25	0.10	42	34	0.45	14	0.85	--
Seattle	0.85	free	31	36	0.25	3.75	0.75	31
Los Angeles	1.10	0.25	42	39	0.45	4	1.10	18
BAY AREA OPERATORS								
AC Transit	1.10	0.25	40	37	0.40	8	1.00	21
BART (in SF)	0.80	free	30	37	0.80	--	0.80	--
SamTrans	0.85	none	29	34	0.25	10	0.35	13
Santa Clara Trns	1.00	none	30	35	0.25	5	.50	15
Muni Current	1.00	free	32	32	0.25	5	0.25	5
Muni Proposed	1.25	free	37	30	0.35	8	0.35	8

3/9/93

¹ \$20 two-week pass is available

² New York youths (students) use the buses to/from school free of charge; for longer trips, they pay half-price on school hours; otherwise, they will pay adult prices.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 21, 1993

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: Mayor's Recommended 1993-94 Budget

At the direction of the Budget Committee, the Budget Analyst has conducted an in depth review of the Mayor's Recommended 1993-94 budget. In addition to the Budget Analyst's recommended reductions to the Mayor's budget, we have also included in our individual departmental reports descriptions of service reductions and tax and revenue measures included in the Mayor's recommended budget. With respect to revenue measures, we have distinguished between those revenue measures requiring approval by the Board of Supervisors and those revenue measures not requiring Board approval. We have also included detailed information on various expenditures, at the specific request of the Budget Committee.

Our budget review this year has been particularly difficult because, of the 62 departments involved, the Mayor's Budget Office has only been able to provide the Budget Analyst with written narrative explanations of the Mayor's recommended budget reductions for only 25 of the 62 departments.

It should also be noted that the Mayor's recommended budget for the first time includes revenues and expenditures from various recurring grant funds, together with the related positions which these grant funds are supporting. In our judgment, this is a proper budgeting procedure and should be expanded, to the extent possible, in order that the City's annual budget includes all grant funds as well as bond funds. If this were fully implemented, the City's budget would then better identify most of its revenues and expenditures on an annual basis.

The following highlights some of the data contained in the Mayor's recommended 1993-94 budget:

1. The Mayor's recommended 1993-94 total budget of \$2,669,941,436 is \$37,823,976 or approximately 1.4% percent less than the 1992-93 budget of \$2,707,765,412 as finally approved in the 1992-93 Annual Appropriation Ordinance. The 1993-94 budget provides for Salary Standardization increases for only uniform Police, Fire and Municipal Railway employees and Nurses. No salary increases were granted to Miscellaneous employees.

2. The Mayor's recommended 1993-94 General Fund budget of \$1,339,520,939 is \$71,488,391 less than the 1992-93 General Fund budget of \$1,411,009,330, representing a decrease of approximately 5.1 percent.

3. The Mayor's recommended 1993-94 budget contains a General Fund Reserve of \$9,315,530. In addition, the City has an Emergency Reserve Fund balance of \$4,498,046 carried forward from 1992-93 into 1993-94. Other reserves have been established for specific purposes as follows:

Reserve for Audit Adjustments	\$4,500,000
Reserve for Uniform employees of the Police, Fire, and MUNI Departments and Nurses	28,180,000
Reserve for Employee Displacement (Lump sum payoffs due to employees laid off)	2,251,492
Reserve for Collective Bargaining Fringes	500,000
Reserve for Litigation	<u>6,500,000</u>
Total	\$41,931,492

4. The Mayor's recommended 1993-94 budget includes 23,311 authorized permanent positions or 1,568 less positions than the 24,879 positions contained in the original 1992-93 budget approved by the Mayor and the Board of Supervisors. When comparing the Mayor's recommended 1993-94 budget to the 1992-93 revised budget, the total number of positions has decreased by 1,478. The number of General Fund and General Fund supported positions of 18,536 is 1,350 less than the 1992-93 original budget.

5. Solving the Estimated General Fund Revenue Shortfall - On January 15, 1993, a Joint Report signed by the Controller, the Mayor's Budget Director and the Budget Analyst estimated a 1993-94 General Fund shortfall of \$184 million. The Controller subsequently recommend that projection to \$188.5 million. To balance the 1993-94 budget, the Mayor recommends a combination of tax and revenue increases, increased transfers to the General Fund and reductions to budgeted expenditures. These actions are summarized below:

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June 21, 1993

Increased Revenues

\$61.4 million

Increase in Commercial Utility Users Tax by 0.5% from 6.5% to 7%; extension of tax to long distance carriers	\$16,000,000
Establishment of Tax on Cellular Telephones (effective 9/1/93)	833,000
Increase in Municipal Railway Fares (effective 8/1/93)	12,800,000
Increase on Hotel Tax by 1% from 11% to 12% (effective 8/15/93) and additional application of Hotel Taxes to General Fund	9,950,000
Restructuring of Payroll and Gross Receipts Taxes and Business License Fee (effective 1/1/93)	10,600,000
Establishment of a Condominium Conversion Fee of \$10,000 per Unit*	8,000,000
Establishment of Gross Receipts Tax on Rental Car Companies (effective 9/1/93)	2,596,000
Increase in Fees - Various Departments	603,000
Total	<hr/> \$61,382,000

*Legislation not yet submitted to Board of Supervisors.

Although the Mayor has proposed a Parcel Tax for purposes of continuing services at the Branch Libraries for the last six months of Fiscal Year 1993-94, the revenues from this tax, which will be subject to a vote of the electorate in November of this year, have not been included in the Mayor's recommended budget. If the Parcel Tax is not approved, Branch Library services for adults are scheduled to be closed effective January 1, 1994.

Increased Revenues	\$61.4 million
Net of All Other Revenue Increases (Decreases)	<hr/> (7.7)
	\$53.7 million

1) Mary Maglieri
2) Carol Ness
x7887
3) Kingston -
626 4626

BOARD OF SUPERVISORS
BUDGET ANALYST

Decreased Expenditures

\$134.8 million

Salary Standardization and MOUs	\$22,300,000
Municipal Railway Related Transfers	10,300,000
Other Expenditure Reductions	<u>102,200,000</u>
Total Expenditure Reductions	<u>\$134.8</u>
Grand Total of Steps Taken to Eliminate the Shortfall	\$188.5
Remaining Shortfall	\$0

As can be seen from the table above, the \$188.5 million estimated shortfall for 1993-94 was resolved through \$53.7 million in net revenue increases (28.5%) and \$134.8 million in expenditure reductions (71.5%).

6. Based on our review and analysis, the Mayor's recommended 1993-94 budget includes the following estimated underbudgeted expenditures and overstated revenues:

	Amount of Deficiencies <u>in millions</u>
<u>Underbudgeted Expenditures</u>	
Workers Compensation - (General Fund only)	\$3.6
Police Department - Overtime, and Extended Work Week	2.5
General Assistance Program	<u>7.0</u>
Total Estimated Underbudgeted Expenditures	\$13.1
<u>Overstated Revenues</u>	
Municipal Court Fees	<u>1.1</u>
Total Underbudgeted Expenditures and Overstated Revenues	\$14.2

The Budget Analyst's estimate of \$14.2 million in underbudgeted expenditures and overstated revenues exceeds the City's General Fund Reserve of \$9.3 million by \$4.9 million.

7. As previously noted, the Mayor's recommended 1993-94 budget includes \$61.4 million of major revenue measures. These revenue measures require approval by the Board of Supervisors in order to keep the Mayor's recommended budget in balance unless an equivalent amount of other revenue measures or expenditure reductions are made by the Board. In addition to these new revenues measures requiring legislative approval, other fee increases, not requiring legislative approval, have been included in the Mayor's recommended 1993-94 budget.

8. Impact of the State Budget

The Mayor's recommended 1993-94 budget includes \$70 million in reduced property tax revenue as the full impact of the State of California's 1993-94 budget. As of the writing of this report, the State Assembly has passed a budget bill that includes total estimated property tax reductions for the City and County of San Francisco of \$83.56 million. The bill provides for a six month extension of the 0.5% Sales Tax to be provided to Cities and Counties. The benefit of this extension to January 1, 1994 to San Francisco is estimated to be \$22.64 million, resulting in reduced net revenue of approximately \$60.92 million. However, the Assembly budget bill also includes reduced Trial Court Funding (\$3.0 million for San Francisco) and other potential revenue reductions to the City that could bring the total revenue reduction resulting from the State Budget to the anticipated level of \$70 million.

The Assembly budget bill provides that Counties may extend the 0.5% Sales Tax beyond the January 1, 1994 expiration date by opting to conduct a special election in November, 1993. Should the voters approve an extension of this Sales Tax, the City would receive approximately \$22.64 million in additional revenue in Fiscal Year 1993-94.

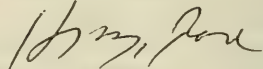
As of the writing of this report, the California State Senate has not passed a budget bill.

9. The results of the Budget Analyst's review are detailed in three separate reports to the Budget Committee. Each report contains the recommendations of the Budget Analyst, along with explanations supporting those recommendations. These reports are as follows:

- General Administration and Finance and Public Protection (June 22, 1993, 1:00 p.m.)
- Culture and Recreation and Public Works, Transportation and Commerce (June 23, 1993, 1:00 p.m.)

Memo to Budget Committee
June 21, 1993

- Human Welfare, Community Health, General City Responsibilities and
Capital Projects (June 24, 1993, 1:00 p.m.)


Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

SF
S90.07
#2
6/22/93

CALENDAR ... Action Taken

DEPARTMENTAL BUDGET HEARINGS
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JUNE 22, 1993 - 1:00 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS MIGDEN, HSIEH, ALIOTO

1. File 100-93-1. Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1993-94. (Mayor)

GENERAL ADMINISTRATION AND FINANCE

70 Chief Administrative Officer
93 Convention Facilities Management
25 Mayor
23 Children's Fund
01 Board of Supervisors
03 City Attorney
08 Treasurer - Tax Collector
09 Controller
91 Purchaser
02 Assessor
78 Recorder
80 Registrar
29 City Planning
37 Permit Appeals
65 Rent Arbitration Board
71 Real Estate
30 Civil Service
33 Health Service System
44 Retirement System

DOCUMENTS DEPT.

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC PROTECTION

10	Superior Court
11	Municipal Court
12	Juvenile Court
63	Law Library
72	County Agriculture - Weights & Measures
74	Medical Examiner/Coroner
76	Animal Care and Control
79	Public Administrator/Guardian
44	District Attorney
05	Public Defender
06	Sheriff
13	Adult Probation
31	Fire
38	Police

ACTION: Departmental hearings held.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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June 18, 1993

TO: Budget Committee

FROM: Budget Analyst *Recommendations.*

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 1992-93 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the Budget Committee budget hearing.

Budget Committee Public Hearing, June 22, 1993 1:00 p.m.

General Administration and Finance

Page

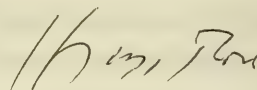
70	Chief Administrative Officer.....	1
93	Convention Facilities Management.....	5
25	Mayor.....	9
23	Children's Fund.....	13
01	Board of Supervisors	16
03	City Attorney.....	20
08	Treasurer - Tax Collector.....	25
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Memo to Budget Committee
June 18, 1993

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Public Protection

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05	Public Defender	153
06	Sheriff	156
13	Adult Probation	160
31	Fire	167
38	Police	183



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Controller
Mayor

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
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Department/Division: 70 Chief Administrative Officer

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	778,387	620,449	(157,938)	-20.3
Other Departmental Revenue	72,052,573	80,704,684	8,652,111	12.0
Subtotal, Mayor's Budget	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Mayor's Listed Positions:				
Permanent	11.0	10.0	-1.0	-9.1 %
Temporary			0.0	n/a
Work Order	9.0	10.0	1.0	11.1
Subtotal, Mayor's Budget	20.0	20.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	1.21	1.21	0.00	0.00 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.22)	(0.84)	(0.62)	281.82
Other Adjustments		(0.86)	(0.86)	n/a
Total FTE	20.99	19.51	(1.48)	(7.05) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **70 - Chief Administrative Officer**

Financial Data:

The Chief Administrative Officer's (CAO) proposed \$81,325,133 budget for 1993-94 is \$8,494,173 or 11.7 percent more than the original 1992-93 budget of \$72,830,960. The net increase from the revised 1992-93 budget to the Standardized budget is \$6,064,443 or 8.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>Neighborhood Art Program</u>				
CAO General Fund	\$778,387	\$688,773	\$ 620,449	\$ 620,449
Risk Management/Waterfront Transp/ Bond Coordination/Yerba Buena	6,828,787	7,082,639	7,188,344	7,188,344
Publicity and Advertising	9,445,734	11,599,811	10,484,166	10,484,166
Neighborhood Beautification	396,705	759,273	473,052	473,052
Debt Service	<u>62,210,134</u>	<u>62,210,134</u>	<u>69,747,466</u>	<u>69,747,466</u>
Subtotal CAO Programs	\$79,659,747	\$82,340,630	\$88,513,477	\$88,513,477
 Risk Management/Waterfront Transportation/Bond Coordination W/O Recovery	 (6,828,787)	 (7,079,940)	 (7,188,344)	 (7,188,344)
 Total CAO	 <u>\$72,830,960</u>	 <u>\$75,260,690</u>	 <u>\$81,325,133</u>	 <u>\$81,325,133</u>

Department Revenue

The Neighborhood Beautification Fund, which is funded through payroll taxes, is estimated to increase from \$396,705 in 1992-93 to \$473,052 in 1993-94.

Department Expenditure:

The CAO reduced General Fund expenditures by \$157,938 including the elimination of one General Fund position.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **70 - Chief Administrative Officer**

Comments:

1. The CAO's 1993-94 budget includes an allocation of \$69,747,466 for the City's bond debt service, an increase of \$7,537,332 over the 1992-93 budget level of \$62,210,134. The increase is due to debt service on the issuance of additional General Obligation Bonds. The increase for bonded indebtedness of \$7,537,332 represents 89 percent of the total budget increase of \$8,494,173.

2. The CAO's 1993-94 budget includes \$10,484,166 for the City's Publicity and Advertising program, which is \$1,038,432 more than the \$9,445,734 approved in the original budget approved by the Board of Supervisors in 1992-93. The \$10,484,166 amount includes funding for Publicity and Advertising Fund expenditures of \$9,719,466. The remaining \$764,700 increase is a budget for the New Cultural Endowment Equity Fund. The Art Commission reports that the Cultural Endowment Fund Task Force has developed preliminary guidelines for administering the fund, including a recommendation that the Art Commission administer the Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

70 Chief Administrative Officer

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
9955	100	Professional Services				\$123,594	\$118,702	\$4,892
		The CAO included an increase of \$4,892 or 4.5% for the contract of the City's Risk Manager as an estimate of the increase to be granted to Permanent-Miscellaneous employees. Delete the proposed increase since miscellaneous employees were not granted a salary increase.						
Total Recommended Reductions								\$4,892

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 93 Convention Facilities Management

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	\$7,555,410	\$7,729,038	173,628	2.3
Other Departmental Revenue	36,621,486	38,033,850	1,412,364	3.9
Subtotal, Mayor's Budget	<u>\$44,176,896</u>	<u>\$45,762,888</u>	<u>\$1,585,992</u>	3.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	<u>\$44,176,896</u>	<u>\$45,762,888</u>	<u>\$1,585,992</u>	3.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$44,176,896	\$45,762,888	\$1,585,992	3.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$44,176,896</u>	<u>\$45,762,888</u>	<u>\$1,585,992</u>	3.6 %
Mayor's Listed Positions:				
Permanent	3.0	3.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>3.0</u>	<u>3.0</u>	<u>0.0</u>	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	0.00	0.00	0.00	n/a
Other Adjustments			0.00	n/a
Total FTE	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	0.00 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **93 Convention Facilities Management**

Financial Data:

The Convention Facilities Management proposed \$45,762,888 budget for 1993-94 is \$1,585,992 or 3.6 percent more than the original 1992-93 budget of \$44,176,896. The net increase from the revised 1992-93 budget to the Standardized budget is \$1,215,334 or 2.7 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Property Rental (Moscone Center Debt Service)	\$24,153,878	\$24,153,878	\$24,306,181	\$24,306,181
Contract with Spectacor Management Group	9,521,687	9,521,687	10,145,853	10,145,853
San Francisco Convention and Visitors Bureau	5,556,240	5,556,240	5,717,333	5,717,333
Utilities	2,476,320	2,476,320	2,902,550	2,902,550
Insurance	2,120,000	2,120,000	2,120,000	2,120,000
Other Costs	<u>348,771</u>	<u>719,429</u>	<u>570,971</u>	<u>570,971</u>
Total	\$44,176,896	\$44,547,554	\$45,762,888	\$45,762,888

Department Revenues:

Although the Department has not increased fees, revenues have increased by \$1,049,071 or 13.9 percent because of the increased use of convention facilities. Other departmental revenues increased by an additional \$363,293.

Department Expenditures

1. The \$570,971 of Other Costs above includes funding for salaries and mandatory fringe benefits totalling \$215,955, a space needs assessment is included in the amount of \$100,000 and City-wide overhead of \$186,300.

2. The same three full time positions would be funded as in the prior year. The Convention Facilities Management Department has no overtime appropriation in its 1992-93 budget, and the Department reports that no overtime has been incurred. There is no overtime appropriation in the 1993-94 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **93 Convention Facilities Management**

Comments

1. The space needs assessment will be competitively bid and awarded with Civil Service Commission and Human Rights Commission approval.

2. The total budget increase of \$1,585,992 includes an increase in Light, Heat and Power costs of \$426,230, an increase in the Convention and Visitors Bureau contract of \$161,193 to the actual amount of their Hotel Tax Allocation for 1992-93, and an increase in the Property Rental (Debt Service Costs) on Moscone Center of \$152,303. The other major increases are \$624,166 or 6.6 percent in the Spectacor Management Group (Proposition J) contract which is due to anticipated increases in maintenance expenditures as recently purchased equipment items are no longer under warranty.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

93 Convention Facilities Management

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
100		Professional Services				\$16,003,186	\$15,379,020*	<u>\$624,166</u>
		Reduce the budget request to eliminate the 6.6% proposed increase in the Spectacor Management Group contract.						
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$100,000 for the proposed space needs assessment.						
		Total Recommended Reduction						\$624,166
		Total Recommended Reserves						\$100,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
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Department/Division: 25 Mayor's Office

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$63,000	\$63,000	\$0	0.0
General Fund Unallocated	4,577,158	4,319,032	(258,126)	-5.6
Other Departmental Revenue	645,417	400,000	(245,417)	-38.0
Realignment Revenues	871,517	857,969	(13,548)	-1.6
Subtotal, Mayor's Budget	<u>\$6,157,092</u>	<u>\$5,640,001</u>	<u>(\$503,543)</u>	<u>-8.2 %</u>

Adjustments:

Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		14,714,765	14,714,765	n/a

Total Revenues	\$6,157,092	\$20,354,766	\$14,211,222	230.8 %
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Expenditure Amounts:

Mayor's Budgeted Expenditures	\$6,157,092	\$5,640,001	(\$517,091)	-8.4 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures		14,714,765	14,714,765	n/a

Total Expenditures	\$6,157,092	\$20,354,766	\$14,197,674	230.6 %
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Mayor's Listed Positions:

Permanent	110.0	84.0	-26.0	-23.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>110.0</u>	<u>84.0</u>	<u>-26.0</u>	<u>-23.6 %</u>

Adjustments (FTE):

Overtime/Temporary		0.12	0.12	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(4.25)	(2.65)	1.60	(37.65)
Other Adjustments			0.00	n/a

Total FTE	105.75	81.47	(24.28)	(22.96) %
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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Financial Data:

The Mayor's proposed \$5,640,001 budget for 1993-94 is \$517,091 or 8.4 percent less than the original 1992-93 budget of \$6,157,092. The net decrease from the revised 1992-93 budget to the Standardized budget is \$646,206 or 3.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Business & Economic Development				
Operation Contact	\$378,963	\$90,000	0	0
Perf Art Master Account	0	557,858	0	0
Miscellaneous Program Project	0	7,150	0	0
MOCD (Muni)	0	161,406	0	0
MOBED - Economic Development	0	3,234,280	0	0
MOBED - Film Production	0	134,612	0	0
MOBED - Revolv Loan Funds	245,417	6,877,227	0	0
Workers Compensation	24,256	24,256	24,256	24,256
Yerba Buena Center Fund Project	400,000	1,459,860	400,000	400,000
OHCD Administration	0	3,171,851	0	0
Public Safety Special Project	0	257,959	343,963	343,963
AB 90 Realignment	0	(6,645)	839,997	839,997
City Administration	4,246,884	4,133,979	1,761,535	1,761,535
Mayor's Special & Protocol Fund	0	35,002	35,000	35,000
Housing & Urban Development Grant	0	0	13,426,375	13,426,375
Day Laborers Program	0	0	75,489	75,489
Business/Community Services	0	0	611,085	611,085
Public Safety Grant	0	0	1,288,390	1,288,390
Emergency Services	0	0	369,732	369,732
Employee Relations	0	0	318,590	318,590
Children's Baseline	<u>861,572</u>	<u>862,177</u>	<u>860,354</u>	<u>860,354</u>
Total	\$6,157,092	\$21,000,972	\$20,354,766	\$20,354,766

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Department Revenues

For the first time, the Mayor's budget instructions required departments to include recurring grants in the budget. Accordingly, the Mayor's Office has included 36 grant-funded positions with annual salaries totalling \$1,458,760. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

Department Expenditures

As reflected in the Summary of Budgeted Activities above, the Mayor proposes to reorganize their budget for FY 1993-94 to include the Housing and Urban Development grant funds and positions and separating the City Administration functions into various separate divisions, such as the Day Laborer's Program, Business/Community Services, Public Safety, Emergency Services and Employee Relations. The remaining City Administration portion of the budget includes the press, budget, Mayor's direct administration and the homeless services staff. The reconfigured Business/Community Services Division includes the previous citizen assistance, economic development and the film production staff.

As a result of this reorganization, it is difficult to provide a detailed comparison of the original FY 1992-93 budgeted divisions to the proposed FY 1993-94 budgeted divisions. However, some overall staffing comparisons can be identified. While the budget reflects a position change of 110 positions to 84 positions, a reduction of 26 positions for FY 1993-94, Ms. Teresa Serata of the Mayor's Budget Office reports that overall, the Mayor's proposed budget actually reflects the deletion of six positions. Five of these positions were transferred from the Mayor's Office to the Redevelopment Agency. With some changes in classifications and salaries, these positions will continue to be fully funded from grant and work order funds in the Redevelopment Agency budget, as follows:

Senior Deputy Executive Director, Economic Development	\$96,694
Director of Business Development	63,024
Director of Property Formulation	53,766
Enterprise Zone Coordinator	63,024
Director of Loan Programs	<u>70,183</u>
Total	\$346,691

One 1654 Loan Program Accountant was deleted from the Mayor's budget.

The Mayor's FY 1993-94 proposed budget is not anticipated to result in any layoffs. According to Ms. Teresa Serata, currently there are no vacant positions in the Mayor's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Within the Business/Community Services Division, the 9792 Assistant to the Mayor III is being upgraded to a 1374, Special Assistant to the Mayor, to head up the Business/Community Services Division, resulting in an annual salary increase of \$4,828 (from \$70,183 to \$75,011). There are also numerous position downgrades, substitutions, upgrades and changes in other sections of the Mayor's budget. Many of these changes are a result of a Civil Service reclassification of all Mayor's Assistants to Special Assistants, resulting in some salary increases and some salary decreases.

The Mayor's Office is also proposing that the Day Laborer's Program be transferred from the Public Administrator/Guardian's budget to the Mayor's Office. The Mayor's proposed budget for FY 1993-94 includes \$6,871 for salary and fringe benefit costs and \$68,618 for other Non-Personal services, for a total of \$75,489 for the Day Laborers' Program. The cost of this Program in FY 1992-93 in the Public Administrator/Guardian's budget was \$92,945. The Mayor's Office is proposing to use Temporary Salaries to retain the two existing program staff for one month, and then subsequently to contract out these services for the remaining 11 months.

The Mayor's budget also includes funding of \$100,000 for a Federal Lobbyist. These funds are being workordered to the Mayor's budget from the Airport (\$50,000), Hetch Hetchy (\$25,000) and the Clean Water Project (\$25,000). The contract with the new Federal Lobbyist includes \$75,000 for salary and specifies that the City will pay for expenses, which are estimated at approximately \$25,000. The Federal Lobbyist contract, in the amount of \$80,000, was deleted from the FY 1992-93 budget.

Recommendations

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 23 Children's Fund

Budget Detail:

Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	5,353,894	12,417,487	7,063,593	131.9
Subtotal, Mayor's Budget	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Mayor's Listed Positions:				
Permanent	28.0	34.0	6.0	21.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	28.0	34.0	6.0	21.4 %
Adjustments (FTE):				
Overtime/Temporary	6.47	6.13	(0.34)	(5.26) %
Supplemental Appropriations			0.00	n/a
Salary Savings	0.00	0.00	0.00	n/a
Other Adjustments			0.00	n/a
Total FTE	34.47	40.13	5.66	16.42 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **23 Children's Fund**

Financial Data:

The Children's Fund's proposed \$12,417,487 budget for 1993-94 is \$7,063,593 or 131.9 percent more than the original 1992-93 budget of \$5,353,894. The net increase from the revised 1992-93 budget to the Standardized budget is \$6,984,251 or 128.5 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Children's Fund	\$5,353,894	\$5,433,236	\$12,417,487	\$12,417,487

Comments:

Proposition J, commonly known as the "Children's Amendment", that was approved by the electorate in November, 1991 amended Section 6.415 of the Charter to require the establishment of the San Francisco Children's Fund. The San Francisco Children's Fund augments the level of expenditures for services and programs for children. The Children's Amendment requires that the City maintain a level of expenditure for children's services which is equal to or greater than the level of expenditure in fiscal year 1990-91 or 1991-92, whichever is greater, and sets aside a certain percentage of property tax revenues to fund additional services above and beyond the level of services funded prior to adoption of the Children's Amendment.

In 1992, the Controller certified that the City's appropriations for children's services prior to adoption of the Children's Amendment totaled approximately \$50 million. This baseline amount of approximately \$50 million, represents the required minimum expenditure by the City for children's services in each of the ten fiscal years during which Proposition J applies. Each succeeding year, the baseline amount is to be adjusted annually by the percentage change in aggregate City appropriations since the base year. Children's Services comprising the baseline are included in the various City departments' budgets.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **23 Children's Fund**

The Children's Amendment requires that for the first four fiscal years in which monies are set aside, the City must allocate at least 25 percent of the Children's Fund to each of three areas of "eligible services": 1) childcare, 2) health and social services, and 3) job readiness, training, and placement. The balance of not more than 25 percent of the Fund may be used only for libraries, recreation, delinquency prevention, and education programs for children. Beginning with the fifth fiscal year (1996-97), the Board of Supervisors may modify or eliminate these minimum funding requirements. The Children's Amendment does not specify how administrative costs of these programs are to be paid.

The Children's Amendment also requires that the Mayor submit to the Board of Supervisors, by December of each year, a "Children's Services Plan" for the next fiscal year to specify the goals and objectives to be achieved through expenditures from the Children's Fund, to outline proposals for expenditures from the Children's Fund and to recommend City departments to administer the funded programs.

Pursuant to the Children's Amendment, this department also known as the Mayor's Office of Children, Youth and their Families (MOCYF) was created to administer the property tax monies set aside for children's services. Fiscal Year 1992-93 is the first year for operations of the Children's Fund. Actual full operations began in mid-fiscal year whereas the Children's Fund will be operational for the full fiscal year 1993-94.

The MOCYF began operations with a staff of five. Subsequently a supplemental appropriation ordinance added five more staff positions. The Mayor's proposed budget for 1993-94 reflects the reclassification of one full-time Temporary position to a regular Permanent position. This new Permanent position plus the five positions added by supplemental appropriation account for the net increase of six positions. The other major change in the 1993-94 budget is full year funding for children's services provided by contract with local community based organizations and other local governmental agencies.

The Controller's estimate of Children's Fund revenue from property taxes for 1993-94 is \$12,749,677 or \$332,190 more than the MOCYF proposed budget of \$12,417,487. MOCYF indicates that this \$332,190 will not be appropriated at this time but will be held as an unappropriated reserve for contingencies.

Recommendations

None.

BUDGET REVIEW FORM
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Department/Division: 01 Board of Supervisors

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$250	\$250	\$0	0.0
General Fund Unallocated	5,160,205	5,192,053	31,848	0.6
Other Departmental Revenue	74,804	120,000	45,196	60.4
Subtotal, Mayor's Budget	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Mayor's Listed Positions:				
Permanent	59.0	59.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	59.0	59.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.88	1.07	0.19	21.59 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.84)	(1.32)	(0.48)	57.14
Other Adjustments			0.00	n/a
Total FTE	59.04	58.75	(0.29)	(0.49) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **01 - Board of Supervisors**

Financial Data:

The Board of Supervisors' proposed \$5,312,303 budget for 1993-94 is \$77,044 or 1.5 percent more than the original 1992-93 budget of \$5,235,259. The net increase from the revised 1992-93 budget to the Standardized budget is \$73,464 or 1.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Board of Supervisors	\$5,038,754	\$5,006,123	\$5,070,456	\$5,070,456
Citizens Telecommunications Policy Committee	74,804	109,804	120,000	120,000
Children's Baseline	<u>121,701</u>	<u>122,912</u>	<u>121,847</u>	<u>121,847</u>
Total	\$5,235,259	\$5,238,839	\$5,312,303	\$5,312,303

Department Revenue

Budget revenue from cable television franchise fees are increased by \$45,196 or from \$74,804 in FY 1992-93 to \$120,000 in FY 1993-94. The budgeted increase is due to including funding for interdepartmental productions (\$40,000) which was not included in the original FY 1992-93 Budget, and increased revenues for the educational access cable channel of City College (\$5,196).

Department Expenditures

The budgeted number of positions remains unchanged at 59, including the three members of the Assessment Appeals Board and the two employees of the Delinquency Prevention Commission. There are no budgeted salary increases. However, Labor Costs increases by \$13,974, or from \$2,819,946 to \$2,833,920, due primarily to the net effect of an increase in Fees and Other Compensation (\$4,500) and Mandatory Fringe Benefits (\$29,751) and a decrease in Permanent Salaries of \$20,277 (due to an increase in salary savings). The increase in Mandatory Fringe Benefits is due to funding for dental care.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **01 - Board of Supervisors**

Department Expenditures (continued)

In the Board of Supervisors operating budget, Non-Personal Services are increasing by \$19,506, primarily due to the following changes:

Increased cost for audit of the Controller's Office	\$8,500
Increases in Membership Dues	16,025
Miscellaneous decreases	<u>(5,019)</u>
Total	\$19,506

The \$16,025 budgeted increase for Membership Dues results from increases to CSAC* (\$13,464), NACO* (\$1,899), and NLC* (\$662). However the Budget Analyst has recommended against these increases because of the City's financial condition and recommends that the City pay the same dues in 1993-94 to these membership organizations that the City paid in 1992-93. The budget for equipment is increasing by \$8,541 due to funds budgeted for a copy machine for the Assessment Appeals Board. The services of Other Departments budget is decreasing by \$9,080 due primarily to a \$7,280 reduction in the amount budgeted for building repair.

The Services of Other Departments budget in the Citizen's Telecommunications Policy Committee Division is increasing from the original FY 1992-93 budget due to a newly budgeted item, budgeted at \$40,000, that provides for the operation of the municipal access channel and interdepartmental productions, in accordance with the Municipal Cable MOU. However, since a supplemental request was approved for this Division in FY 1992-93 for \$35,000, there is only a \$5,000 increase in this request when comparing the 1993-94 recommended budget to the FY 1992-93 revised budget.

Comments

The Board of Supervisors' budget for Fiscal Year 1993-94 should be reduced by \$92,304 for the costs of official advertising because of the low bid on the official advertising contract costs.

No cost of living increase has been included in the Board of Supervisors Fiscal Year 1993-94 budget for the contract for Budget Analyst services. Since Miscellaneous employees are not receiving a salary standardization increase for Fiscal Year 1993-94, the Budget Analyst contract will not receive a cost of living increase.

By accepting the recommendation of the Budget Analyst, the 1993-94 budget of the Board of Supervisors would result in an overall decrease of \$60,767 from the original 1992-93 budget and an overall decrease of \$64,347 from the revised 1992-93 budget.

* California State Association of Counties (CSAC); National Association of Counties (NACO); National League of Cities (NLC).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

01 - Board of Supervisors

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
1624	010	Overtime Reduce to actual 1992-93 expenditure level.				\$27,976	\$20,000	\$7,976
1624	018	Premium Pay Reduce to actual 1992-93 expenditure level.				6,889	3,500	3,389
1624	144	Membership Dues To reduce to FY 1992-93 budgeted amount.				139,738	123,713	16,025
1624	190	Other Non-Personal services To reduce the Department's budget for official advertising, based on lower FY 1993-94 rates.				434,975	342,671	92,304
1625	350	Reproduction To reduce to FY 1992-93 budgeted amount, which is also the Department's current use rate.				80,566	62,449	<u>18,117</u>
Total Recommended Reductions								\$137,811

**BUDGET REVIEW FORM
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Department/Division: 03 City Attorney

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	7,485,427	4,780,825	(2,704,602)	-36.1
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$7,485,427</u>	<u>\$4,780,825</u>	<u>(\$2,704,602)</u>	<u>-36.1 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
	<u></u>	<u></u>	<u>0</u>	<u>n/a</u>
Total Revenues	7,485,427	4,780,825	(\$2,704,602)	-36.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,407,104	\$4,780,825	(\$1,626,279)	-25.4 %
Supplemental Appropriations	1,078,323		(1,078,323)	-100.0
Recoveries			0	n/a
Other Expenditures			0	n/a
	<u></u>	<u></u>	<u>0</u>	<u>n/a</u>
Total Expenditures	7,485,427	4,780,825	(\$2,704,602)	-36.1 %
Mayor's Listed Positions:				
Permanent	178.0	178.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>178.0</u>	<u>178.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	2.41	2.44	0.03	1.24 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(13.67)	(21.39)	(7.72)	56.47
Other Adjustments	<u>(8.76)</u>	<u>(20.53)</u>	<u>(11.77)</u>	<u>134.36</u>
Total FTE	157.98	138.52	(19.46)	(12.32) %

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **03 City Attorney**

Financial Data:

The City Attorney's proposed \$4,780,825 budget for 1993-94 is \$2,704,602 or 36.1 percent less than the original 1992-93 budget of \$7,485,427. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 2,818,134 or 37.1 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Legal Services	\$15,248,921	\$15,362,453	\$13,559,630	\$13,559,630
Workers Compensation	58,188	58,188	58,188	58,188
Recoveries	<u>(7,821,682)</u>	<u>(7,821,682)</u>	<u>(8,836,993)</u>	<u>(8,836,993)</u>
Total	\$7,485,427	\$7,598,959	\$4,780,825	\$4,780,825

Comments:

1. Salary savings are budgeted at \$2,833,959 or 23.9 percent of permanent salaries in 1993-94. In the revised budget for 1992-93, salary savings were budgeted at \$1,537,074 or 12.9 percent of total 1992-93 permanent salaries.

The increase in salary savings from \$1,537,074 in 1992-93 to \$2,833,959 is \$1,296,885 or 84.4 percent.

The number and budgeted salary amounts for permanent positions is unchanged from 1992-93 at \$11,870,156 for 178 positions.

2. Budgeted work order recoveries from other City departments have increased from \$7,821,682 in 1992-93 to \$8,836,993 in 1993-94, representing an increase of \$1,015,311 or 13 percent. According to the City Attorney's office, these recoveries represent payments for services provided to enterprise departments.

3. Services to General Fund departments are provided from the City Attorney's General Fund allocation, which is budgeted at \$4,780,825 in 1993-94. This proposed General Fund allocation of \$4,780,825 represents a decrease of \$2,704,602 or 36.1 percent from the General Fund allocation of \$7,485,427 in the original 1992-93 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **03 City Attorney**

Comments: (continued)

Of the \$2,704,602 proposed reduction in the City Attorney's General Fund allocation from 1992-93 to 1993-94, \$1,689,291 represents net expenditure reductions (including the \$1,296,885 increase in salary savings over 1992-93), while \$1,015,311 represents the budgeted increase in recoveries received from enterprise departments.

4. Except for labor costs (including salary savings), most categories of expenditure are unchanged from the 1992-93 budgeted amounts. The City Attorney reports that a proposed equipment purchase appropriation of \$86,666 for law library materials erroneously appears in the budget (object 232) as data processing equipment.

Effect of Reduction on Services

5. The City Attorney reports that the budgeted salary savings of \$2,833,959 will have a substantial impact on the department's ability to perform legal services on behalf of the City's General Fund departments.

The City Attorney's services are generally categorized as (1) those performed through work orders with enterprise departments, which are not funded by the General Fund; (2) General Fund departments' litigation-related services; and (3) General Fund "general advice" which is provided to City officials and General Fund departments, and which is not related to litigation.

The City Attorney reports that the General Fund allocation supports 38 of the 81 attorneys in the department. Approximately 64 percent of the General Fund allocation is used for litigation services; thus, approximately 24.3 FTE attorneys (64 percent) of the 38 General Fund attorneys provide litigation services, and approximately 13.7 FTE attorneys (36 percent) provide General Fund general advice.

The City Attorney reports that the budgeted salary savings, which has reduced the City Attorney's General Fund allocation, will be applied primarily to General Fund general advice, since litigation-related services will be required to be performed in order to comply with legal requirements and to protect the City's interests. General Fund general advice is principally provided (in order of magnitude), to the Board of Supervisors, the Department of Public Health, the Mayor, the Department of Public Works, and the Department of City Planning.

Before salary savings, the City Attorney's 1993-94 General Fund allocation is \$7,614,784 (since the net allocation of \$4,780,825 reflects salary savings which were deducted in the amount of \$2,833,959). As stated above, the City Attorney estimates that 64 percent of the General Fund allocation supports litigation-related activities; therefore, of the \$7,614,784 in total budgeted expenditures (before salary savings), approximately \$4,873,462 (64 percent) represents the estimated cost of litigation-related activities, while \$2,741,322 (36 percent of \$7,614,784) is budgeted to provide general advice.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **03 City Attorney**

Effect of Reduction on Services (continued)

Of the \$2,833,959 in budgeted salary savings, the City Attorney proposes to realize salary savings of approximately \$1,339,000 by (1) laying off 6 to 8 of the approximately 12 attorneys who provide General Fund general advice, at a savings of approximately \$765,000 in salaries and fringe benefit costs, and (2) closing the office and furloughing workers for 10 days during the fiscal year, at a savings of approximately \$574,000.

The City Attorney reports that an additional \$500,000 in salary savings could potentially be offset by revenues received for services which are provided to non-City and County agencies, such as the San Francisco Unified School District and the County Transportation Authority. The City Attorney bases the \$500,000 revenue estimate on prior years' experience. Thus, the City Attorney indicates that a total of approximately \$1,839,000 in salary savings (\$1,339,000 through layoffs and furloughs and \$500,000 in potential new revenue) could be attained through these means. This would leave a balance of \$994,959 in budgeted salary savings which must be realized.

However, the City Attorney reports that this \$994,959 balance of salary savings is a clerical error, and has requested that this clerical error be corrected.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

03 City Attorney

		<u>Position/ Equipment</u>	<u>Number</u>		<u>Amount</u>		
<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
30 112	Travel				1,108	0	1,108
	Reduce to actual 1992-93 expenditure level.						

**BUDGET REVIEW FORM
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Department/Division: 08 Treasurer/Tax Collector

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$2,473,600	\$2,251,108	(222,492)	-9.0
General Fund Unallocated	8,731,019	7,713,995	(1,017,024)	-11.6
Other Departmental Revenue	100,676	98,941	(1,735)	-1.7
Subtotal, Mayor's Budget	\$11,305,295	\$10,064,044	(\$1,241,251)	-11.0 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		112,700	112,700	n/a
Other Revenues			0	n/a
Total Revenues	\$11,305,295	\$10,176,744	(\$1,128,551)	-10.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$11,305,295	\$10,064,044	(\$1,241,251)	-11.0 %
Supplemental Appropriations			0	n/a
Recoveries		112,700	112,700	n/a
Other Expenditures			0	n/a
Total Expenditures	\$11,305,295	\$10,176,744	(\$1,128,551)	-10.0 %
Mayor's Listed Positions:				
Permanent	160.0	144.0	-16.0	-10.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	160.0	144.0	-16.0	-10.0 %
Adjustments (FTE):				
Overtime/Temporary	10.17	9.29	(0.88)	(8.65) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(3.97)	(6.61)	(2.64)	66.50
Other Adjustments			0.00	n/a
Total FTE	166.20	146.68	(19.52)	(11.74) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **08 Treasurer/Tax Collector**

Financial Data:

The Treasurer/Tax Collector's proposed \$10,064,044 budget for 1993-94 is \$1,241,251 or 11.0 percent less than the original 1992-93 budget of \$11,305,295. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,289,908 or 11.4 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Administration	\$883,474	\$889,527	\$851,919	\$851,919
Treasury	986,746	1,025,526	915,683	915,683
Investments	382,757	390,158	336,902	336,902
Property Tax	1,409,870	1,402,132	1,308,731	1,308,731
Business Tax	3,638,640	3,635,877	3,191,104	3,191,104
License	738,424	732,504	768,371	768,371
Delinquent Revenue	<u>3,164,708</u>	<u>3,176,341</u>	<u>2,592,393</u>	<u>2,592,393</u>
Subtotal - General Fund	\$11,204,619	\$11,252,065	\$9,965,103	\$9,965,103
 Hotel Tax	 <u>100,676</u>	 <u>101,887</u>	 <u>98,941</u>	 <u>98,941</u>
 Total	 \$11,305,295	 \$11,353,952	 \$10,064,044	 \$10,064,044

Comments:

Although the Treasurer/Tax Collector's Office is a revenue generating department, the Mayor's 1993-94 budget proposes reductions totalling approximately \$1.2 million in comparison to the 1992-93 original budget. Of the seven programs detailed above, all are decreasing except one, the License Program. The Treasurer/Tax Collector's Office indicates that reduction in resources to their operations would result in reduced revenues for the City.

The major factor in the approximately \$1.2 million reduction is the deletion of 16 positions which results in salary and fringe benefit savings of approximately \$600,000.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

08 Treasurer/Tax Collector

		Position/ Equipment	Number		Amount		
Object	Account Title	Number	From	To	From	To	Savings
<u>Administration Program (558007)</u>							
3 190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				6,703	5,342	1,361
3 130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				5,553	4,020	1,533
3 350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				4,530	3,707	823
<u>Treasury Program (558015)</u>							
7 001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				642,504	635,020	*
8 001	Cashier Reduce to maximum salary at top step.	4322	3	3	122,585	115,101	7,484
7 060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				163,109	161,388	1,721
7 190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				61,600	26,133	35,467

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

08 Treasurer/Tax Collector

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
<u>Investment Program (558023)</u>								
1679	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				110,000	46,205	63,795
<u>Property Tax Program (558031)</u>								
1686	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				348,645	334,708	*
1702	001	Account Clerk Reduce to maximum salary at top step.	1630	3	3	107,662	93,725	13,937
1686	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				103,358	100,153	3,205
1686	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				120,000	50,440	69,560
1686	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				47,545	21,395	26,150

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

08 Treasurer/Tax Collector

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
<u>Business Tax (558049)</u>								
88	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,668,625	1,665,914	*
03	001	Senior Account Clerk Reduce to maximum salary at top step.	1632	1	1	38,599	35,888	2,711
88	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				403,112	402,489	623
88	112	Travel Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				17,880	9,118	8,762
88	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				195,075	101,439	93,636
<u>Leasing Program (558064)</u>								
91	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				25,129	12,816	12,313
91	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				17,557	8,602	8,955

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

08 Treasurer/Tax Collector

Page			Position/ Equipment		Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings	
<u>Delinquent Revenues (558080)</u>									
1695	020	Temporary Salaries				82,919	69,175	13,744	
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.							
1695	130	Materials and Supplies				49,159	22,122	27,037	
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.							
1695	231	Equipment				20,000	0	*	
		* The recommended reduction in equipment is the total of the following specific recommendations.							
1710	231	Equipment Not Detailed	9999ZY			20,000	0	20,000	
		Deny one air conditioned automobile replacing an existing automobile.							
		Total Recommended Reductions							\$412,817

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 09 Controller

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$112,500	\$125,000	\$12,500	11.1
General Fund Unallocated	14,507,730	13,465,260	(1,042,470)	-7.2
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Mayor's Listed Positions:				
Permanent	389.0	355.0	-34.0	-8.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	389.0	355.0	-34.0	-8.7 %
Adjustments (FTE):				
Overtime/Temporary	4.44	11.02	6.58	148.20 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(20.61)	(20.61)	0.00	0.00
Other Adjustments	(20.99)	(4.75)	16.24	(77.37)
Total FTE	351.84	340.66	(11.18)	(3.18) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Financial Data:

The Controller's proposed \$13,590,260 budget for 1993-94 is \$1,029,970 or 7.0 percent less than the original 1992-93 budget of \$14,620,230. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,884,318 or 12.2 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Management	\$ 2,149,272	\$ 2,262,150	\$1,848,380	\$1,848,380
Financial Operations	6,953,299	7,365,347	6,733,477	6,733,477
Internal Audits	1,239,486	1,239,486	909,066	909,066
Payroll/Personnel	<u>4,278,173</u>	<u>4,278,173</u>	<u>4,099,337</u>	<u>4,099,337</u>
Total	\$14,620,230	\$15,145,156	\$13,590,260	\$13,590,260
<u>Data Processing Fund</u>				
Information Services	18,332,740	19,660,183	18,458,863	18,458,863
Work Order Recoveries	<u>(18,332,740)</u>	<u>(19,330,761)</u>	<u>(18,458,863)</u>	<u>(18,458,863)</u>
Total	\$14,620,230	\$15,474,578	\$13,590,260	\$13,590,260

Department Expenditures:

1. Overtime

The proposed budget includes \$242,291 in funds for overtime. These costs occur primarily in the Information Services Division (\$109,516) and in the Payroll and Personnel Services Division (\$100,214). The department reports that overtime is used in the Information Services Division in order to have staff on call on a 24 hour basis to respond to problems related to the City's management information systems, to respond to emergencies, and to compensate for staff shortages. The Payroll and Personnel Services Division pays overtime in order to meet deadlines associated with the preparation and delivery of paychecks to City workers, and the department indicates that temporary workers would lack sufficient expertise with the payroll system to assume these tasks.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

2. Expenditure Increases

As noted below, the Information Services Division will add 2 Management Information Specialists in order to provide expanded computer training programs for City workers in other departments, at an average annual salary and fringe benefit cost of \$50,996 each or a total of \$101,992.

The Information Services Division has also budgeted an additional \$107,800 in Materials and Supplies over projected expenditures for 1992-93. Of this amount, approximately \$44,000 is attributable to the relocation of data processing functions to a new Data Center at One Market Plaza, while \$53,800 is attributed to increased departmental requests for ISD services.

ISD has also budgeted \$559,000 in new expenditures for the rental of One Market Plaza, and has increased its Reproduction budget by \$20,000 in order to perform expanded services on behalf of the Retirement System.

3. Position Changes

Department-wide, the Controller's Office would experience a net reduction of 34 positions under the Mayor's proposed budget, of which 19 would be eliminated as a result of the transfer of some of the Controller's operations to a new consolidated Data Center at One Market Plaza. The proposed budget also includes 2 new positions for computer training for City workers and a number of substitutions and reclassifications. The proposed staff changes within the Controllers Office are as follows:

New Positions

Two new positions are proposed at a salary cost of \$83,259 in order for the Controller's Information Services Division to augment its computer training services which are provided to City employees in other departments. The proposed Class 1811 MIS Specialist position is currently a temporary position which would become permanent. The Controller's Office has requested that the proposed new positions be "re-coded" as substitutions given that 16 positions were eliminated due to lack of funds, as discussed below.

Information Services Division

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1811 MIS Specialist I	1	\$33,695
1819 MIS Specialist III	1	49,564
Total	2	\$83,259

In addition, one 1426 Senior Clerk Typist would be added in 1993-94 at a cost of \$33,069. The Controller reports that this position was funded from temporary salaries in 1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Deleted Positions:

A substantial reduction in staffing at the Information Services Division will result from the consolidation of the ISD Data Center at City Hall with the data processing operations of the Hall of Justice, at a new Data Center at One Market Plaza which is expected to become operational in December, 1993. The Controller estimates that this consolidation will result in net savings to the City of approximately \$746,000 on an annual basis due to the elimination of duplicative services.

ISD proposed a staff reduction of 19 positions as a result of this consolidation, as follows:

Information Services

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1402 Junior Clerk	1	\$26,440
1424 Clerk Typist	1	31,189
1734 Computer Operator I	3	89,318
1736 Computer Operator II	7	247,318
1737 Senior Computer Operator	1	37,582
1738 Computer Operations Shift Supervisor	1	59,480
1737 Senior Computer Operator	1	37,582
1834 Senior Tape Librarian	1	28,005
1853 Control Clerk	<u>3</u>	<u>93,043</u>
Subtotal:	19	\$649,957

These positions would be deleted from the 1993-94 budget. Since the Data Center consolidation will not occur until December, 1993, however, the Controller's budget includes \$338,618 in temporary salaries to maintain the positions listed above for the six-month period between July 1 and December 31, 1993.

In addition, the proposed budget includes the following additional proposed position deletions in the Controller's Office:

Deleted Positions:

Information Services Division

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1862 Systems & Procedures Analyst	1	\$43,919
1872 Programmer Analyst	1	41,352
1877 Supervising Systems Programmer	1	67,138
1879 Project Mngr, Special Projects	1	72,138
1881 Asst. Dir., Systems/Data Processing	<u>1</u>	<u>93,886</u>
Total	5	\$318,433

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **09 Controller**

Administration

<u>Position</u>	<u>Number</u>	<u>Amount</u>	
A736b Special Projects Manager	1	\$89,941	
1654 Principal Accountant	1	52,520	
8192 Controller's Legal Counsel	1	97,056	
Subtotal: Administration	3		\$239,517

Financial Operations

1652 Senior Accountant	1	\$44,527	
1652 Senior Accountant	1	22,132	
1654 Principal Accountant	1	42,892	
Subtotal: Financial Operations	3		\$109,551

Internal Audits

<u>Position</u>			
1652 Senior Accountant	2	\$83,392	
1688 Chief Auditor	1	74,023	
Subtotal Internal Audits:	3		\$157,415

Payroll/Personnel Services

<u>Position</u>			
1454 Executive Secretary III	1	\$44,069	
1861 Systems & Procedures Analyst	1	54,939	
Subtotal: Payroll/Personnel Services	2		\$99,008

Total Positions Deleted	16		\$923,924
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Effect of Reductions on Services

According to the Controller, staffing reductions at ISD will result in reduced oversight of the City's automated data processing functions; elimination of the Chief Auditor and other auditing positions will result in reduced financial oversight of City departments; reductions in the Controller's budget for Administration and Financial Operations will create more difficulty and delay in responding to information requests from the Mayor, Board of Supervisors, other City departments, and the public; and reductions in Payroll and Personnel will result in delays in amending payroll records and responding to employees' questions.

Of the 16 eliminated positions shown above, the Controller has identified 6 as managerial or senior staff (classes A736, 1877, 1879, 1881, 8192, and 1688). The Controller reports that 9 layoffs are expected to occur in 1993-94 due to the elimination of positions.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Substitutions:

The Information Services Division is implementing expanded support services for the City's Local Area Network computer systems, and is requesting a Class 1819 Management Information Systems Specialist III to act as a LAN Systems Administrator. In addition, ISD is requesting the creation of a Class 1866 Systems and Procedures Supervisor position to provide services related to the potential implementation of Geographic Information Systems in the City. ISD proposes to procure these services by substituting 3 programmer analyst positions for systems analysts, at a net savings of \$27,014, as follows:

Information Services

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1819 MIS Specialist III	1	\$49,564
1866 Systems and Procedures Supervisor	1	58,777
1872 Programmer Analyst	(3)	(135,355)
Subtotal	(1)	\$(27,014)

The Budget Analyst recommends the establishment of a Class 1864 Senior Systems and Procedures Analyst position in lieu of the proposed 1866 Systems and Procedures Supervisor position, who would provide consulting services to City departments on the use of Geographical Information Systems, for additional salary and fringe benefit cost savings of approximately \$11,016. This recommendation is consistent with the Controller's request as submitted to the Mayor.

The following substitutions are proposed in order to streamline the Controller's Accounting Operations and Systems division:

Financial Operations

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1657 Senior Systems Accountant	3	\$183,378
A714 Financial	(1)	(78,770)
1630 Account Clerk	(1)	(31,242)
1656 Head Accountant	(2)	(116,406)
Subtotal	(1)	\$(43,040)

The Financial Operations Division proposes to eliminate 1 Class 1650 Accountant and to substitute a Class 1446 Secretary. The secretary would support and assist senior level staff in the Controller's Office who are currently engaged in projects related to the replacement of the City's financial and accounting systems.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Financial Operations

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1446 Secretary II	1	\$33,227
1650 Accountant	(1)	(33,227)
Subtotal	0	0

Reclassifications:

The Controller requests the upward reclassification of one 1454 Executive Secretary to 1574 Executive Secretary to the Controller, at an estimated cost increase of \$4,228, and 1 1654 Principal Accountant for 1 1655 Systems Accountant, at savings of \$5,034. The department reports that these reclassifications have been approved by the Civil Service Commission.

Management

<u>Position</u>		
1454 Exec. Secretary III	(1)	(\$43,900)
1574 Exec Secretary to Controller	1	48,128
Subtotal	0	\$4,228

Financial Operations

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1654 Principal Accountant	(1)	\$(54,131)
1655 Systems Accountant	1	49,097
Subtotal	0	\$(5,034)

The following downward reclassifications were made in order to reduce the number of management positions and associated salary costs:

Management

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1272 Sr. Personnel Officer	(1)	(\$81,119)
1270 Personnel Officer	1	68,119
Subtotal	0	(\$13,000)

Internal Audits

<u>Position</u>		
1850 Senior EDP Auditor	1	\$55,437
1878 Info. Systems Audit Manager	(1)	(77,439)
Subtotal	0	\$(22,002)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

09 - Controller

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
Management Division								
1727	001	Payroll Clerk Adjust position count.	1220	1	0	\$0	\$0	\$0
Information Services Division								
1716	112	Travel Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				8,000	5,200	2,800
1716	190	Other Contractual Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. Our recommendation still provides for the requested increase of \$558,985 for rental of One Market Plaza.				1,545,203	1,281,876	263,327
1717	318	Building Repair Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				95,457	38,139	57,318
Payroll & Personnel Services Division								
1725	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				100,214	90,000	10,214

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

09 - Controller

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$6,650	\$1,500	\$5,150
130	Materials & Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				130,374	120,000	10,374
309	Building Repair Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				12,000	10,000	2,000
350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				20,434	11,825	8,609
001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				8,950,808	8,941,755	*
001	Systems and Procedures Supervisor Reduce budgeted salary amount to the maximum amount for Class 1864 Systems and Procedures Analyst who could be used in lieu of the proposed Systems and Procedures Supervisor to perform the desired services.	1866	14	14	948,867	939,814	9,053

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

09 - Controller

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
1716	020	Mandatory Fringe Benefits Corresponds to reduction in salaries.				\$2,013,507	\$2,011,484	\$2,023
		Total Recommended Reductions						<hr/> \$370,868

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 91 Purchaser

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$250,675	\$250,675	\$0	0.0
General Fund Unallocated	2,677,168	1,826,789	(850,379)	-31.8
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$2,927,843</u>	<u>\$2,077,464</u>	<u>(\$850,379)</u>	<u>-29.0 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		15,019	15,019	n/a
Other Revenues			0	n/a
Total Revenues	<u>\$2,927,843</u>	<u>\$2,092,483</u>	<u>(\$835,360)</u>	<u>-28.5 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$2,927,843	\$2,077,464	(\$850,379)	-29.0 %
Supplemental Appropriations			0	n/a
Recoveries		15,019	15,019	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$2,927,843</u>	<u>\$2,092,483</u>	<u>(\$835,360)</u>	<u>-28.5 %</u>
Mayor's Listed Positions:				
Permanent	207.0	192.0	-15.0	-7.2 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>207.0</u>	<u>192.0</u>	<u>-15.0</u>	<u>-7.2 %</u>
Adjustments (FTE):				
Overtime/Temporary	1.89	2.12	0.23	12.17 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(12.01)	(12.43)	(0.42)	3.50
Other Adjustments			0.00	n/a
Total FTE	<u>196.88</u>	<u>181.69</u>	<u>(15.19)</u>	<u>(7.72) %</u>

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **91 - Purchaser**

Financial Data:

The Purchasing Department's proposed \$2,077,464 budget for 1993-94 is \$850,379 or 29.0 percent less than the original 1992-93 budget of \$2,927,843. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,147,378 or 35.6 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Management Administration	\$4,606,517	\$4,885,006	\$795,564	\$795,564
Procurement Services	<u>0</u>	<u>0</u>	<u>2,855,096</u>	<u>2,855,096</u>
Subtotal	\$4,606,517	\$4,885,006	\$3,650,660	\$3,650,660
City Auto Purchases	127,928	127,928	128,385	128,385
Central Shop	12,318,733	12,731,720	12,856,172	12,856,172
Reproduction/Mailroom Services	<u>2,732,435</u>	<u>2,881,453</u>	<u>3,287,824</u>	<u>3,287,824</u>
Total	\$19,785,613	\$20,626,107	\$19,923,041	\$19,923,041
Interdepartmental Recovery	<u>16,857,770</u>	<u>17,401,265</u>	<u>17,845,577</u>	<u>17,845,577</u>
Total less Recoveries	\$2,927,843	\$3,224,842	\$2,077,464	\$2,077,464

Department Revenues

Total budgeted revenues for FY 1993-94 are identical to that of FY 1992-93, as follows:

	1992-93	1993-94
Sale of Excess Property	\$250,000	\$250,000
Sale of Documents	<u>675</u>	<u>675</u>
Total	\$250,675	\$250,675

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

Department Expenditures

Personnel Changes

The budgeted number of positions decreases by a total of 15, from 207 in FY 1992-93 to 192 in FY 1993-94. The net reduction of 15 positions results from the following position changes in each of the Department's Programs:

Management/Administration	-3
Central Shops	0
Procurement	-14
Reproduction/Mail	<u>+2</u>
Net Position Count Change	-15

Changes by Program

Note: The Management/Admin. Program in the FY 1992-93 Budget included the Procurement Division. The Procurement Division is a separate budgeting entity in the FY 1993-94 Budget. Consequently, it is difficult to directly compare their respective FY 1992-93 and FY 1993-94 budgets. A general summary of the budget changes is as follows:

	Increase (Decrease)
<u>Management/Admin.</u> FY 1992-93: \$2,799,915 FY 1993-94: \$504,417	(\$2,295,498)

Permanent Salaries decreases by \$152,521, from \$655,336 to \$502,815, due to the net reduction of 3 positions. The non-personnel related budgeted costs of the Division are only \$16,848, \$11,800 of which are for telephone service (\$8,800) and Membership Dues (\$3,000).

<u>Procurement:</u> FY 1992-93: \$0	FY 1993-94: \$1,444,662	\$1,444,662
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Permanent Salaries decreases by \$580,342 from \$2,537,439 to \$1,957,097, due to the net reduction of 14 positions. The FY 1993-94 non-personnel-related budgeted costs of the Division are slightly less than the budgeted costs for FY 1992-93, primarily in the Material and Supplies account.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **91 - Purchaser**

	Increase (Decrease)
<u>Central Shops:</u> FY 1992-93: \$12,318,733 FY 1993-94: \$12,856,172	\$537,439

Labor Costs decrease by \$113,622, from \$6,305,062 to \$6,191,440, due almost entirely to a decrease in Mandatory Fringe Benefits.

Non-Personal Services increase by \$81,574, from \$1,501,397 to \$1,582,971 due to an increase in the budgeted amount for contracted-out maintenance work, such as for body repair, transmission repair, and truck washing.

Equipment decreases by \$86,350, from \$254,050 to \$167,700. The decrease is due primarily to a \$50,000 reduction in budgeted costs for the lease/purchase of computer equipment and software for the Central Shops Fleet Maintenance System.

Services of Other Departments decreases by \$13,967, from \$151,216 to \$137,249 due primarily to a reduction of \$22,393 for the Controller's production of maintenance cost reports, and an increase of \$10,105 for toxic and hazardous waste removal:

Non-work Order Service of other Departments increases by \$27,302, from \$107,008 to \$134,310, due to increase for funding positions in the Management/Administration Division.

All of the costs incurred by the Central Shops are recovered through Interdepartmental Recoveries.

<u>Reproduction/Mail:</u> FY 1992-93: \$2,732,435 FY 1993-94: \$3,287,824	\$555,389
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Labor Costs increase by \$122,198, from \$772,874 to \$895,072, due to proposed increases in Permanent Salaries and related personnel costs that result from two additional positions that would be transferred to the Reproduction/ Mailroom Division from the Procurement Division.

Non-Personal Services increases by \$172,310, from \$1,477,690 to \$1,650,000, due to increases in mailing costs and the cost of contracting for certain printing and desktop publishing work.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **91 - Purchaser**

Other Current Expenditures increases by \$140,108, from \$234,892 to \$375,000, to accommodate the projected demand in Material and Supplies for FY 1993-94. The revised FY 1992-93 budgeted amount for Material and Supplies is \$342,637.

Equipment expenditures increases by \$121,842, from \$190,353 to \$312,195, due to increases in the purchase of computer equipment(\$103,000) and an increase in lease/purchase payments for reproduction/mailling machinery (\$18,842).

All of the costs incurred by the Reproduction/Mailroom Services Division are recovered through Interdepartmental Recoveries.

Comments

1. Budgeted Overtime costs for the Purchasing Department for FY 1993-94 are identical to those of FY 1992-93 - \$104,125. Of that budgeted amount, \$101,967 is for Central Shop (\$83,929) or Reproduction (\$18,038). Central Shops requires Overtime Pay in order to pay mechanics to do emergency repairs on emergency vehicles after normal hours. The Reproduction Division requires Overtime Pay in order to compensate staff for working overtime on emergency reproduction job orders.

2. Temporary Salaries in the amount of \$25,000 are budgeted within the Department exclusively for the Reproduction Division.

3. Listed below are continuing annual savings from the Early Retirement Program.

1160	Assistant Director	Administration	\$83,000
1764	Mail and Reproduction Supervisor	Reproduction/ Mail Services	48,000
1844	Sr. Management Assistant	Procurement	61,000
1926	Sr. Materials/Supplies Supervisor	Procurement	42,000
1934	Storekeeper	Procurement	<u>41,000</u>
	Total		\$275,000

Note: FY 1992-93 savings include both salary and fringe benefits.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

4. Listed below are position deletions in the Purchasing Department that will result in layoffs:

<u>Class</u>	<u>Title</u>	<u>Program</u>
1426	Sr. Clerk Typist	Procurement
1426	Sr. Clerk Typist	Procurement
1632	Sr. Account Clerk	Procurement
1720	Data Entry Operator	Procurement
1650	Accountant	Administration
1948	Coding Supervisor	Procurement
1934	Storekeeper	Procurement

5. The Purchaser of Supplies has stated that the reduction in positions and other resources within the Purchasing Department will have numerous operational effects, including the following:

- Creation of a substantial and increasing backlog of unprocessed requisitions and bid awards and an associated increase in delivery times for departments;
- Reduced ability to focus resources on development of annual Citywide term contracts;
- Reduced capacity to focus on identification and facilitation of purchases with MBE and WBE vendors;
- Increased payment processing time, with associated loss of prompt payment discounts, increased vendor complaints, and corresponding increase in prices;
- Creation of a substantial and increasing backlog of accounting transactions;
- Reduced accuracy of accounting information in the accounting system;
- Less frequent, less accurate management reports for use in monitoring and planning expenditures;
- Increased volume of payroll and personnel errors;
- Substantial delays in the implementation of the Automated Procurement System Project;
- Closure of the City Hall Storeroom and Direct Order Center for office supplies.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

6. The Purchaser of Supplies has also stated that approval of a Charter Amendment, that has been submitted for the November, 1993, ballot, authorizing the Purchasing Department to delegate purchases under \$5,000 to City departments, will reduce the workload in the Department by 15 percent. However, the Purchaser of Supplies is of the opinion that such a reduction in the Department's workload will not occur immediately after passage of the proposed Charter Amendment, and that, in fact, the workload will be increased above the current level in the short-term because of the need to develop new procedures and the need to conduct training during the transition period.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

91 Purchaser

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Reproduction/Misc room Service								
2054	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				657,463	\$598,164	*
2065	001	Clerk	1404	8	7	232,604	203,529	29,075
2065	001	Clerk Typist To eliminate positions transferred to Reproduction from Procurement because of insufficient justification.	1424	1	0	30,224	0	30,224
2054	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				171,943	159,686	12,257
2054	130	Materials and Supplies To reduce procurement of Materials and Supplies to the current year rate and still provide for a growth factor of over 8 percent.				375,000	325,000	50,000
2054	190	Other Non-Personal Services Reduce to the amount requested by the Department.				1,650,000	1,550,930	99,070
2054	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				158,000	150,500	*
2069	220	Equipment Not Detailed To adjust for overbudgeting on several items of equipment.				0	(7,500)	7,500
Total Recommended Reductions								\$228,126

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 02 Assessor			Budget Detail: Budget Summary:	Page 1639
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$6,418,097	\$6,076,986	(341,111)	-5.3
Special Revenue Funds			0	n/a
General Fund Dept. Revenue	20,430	20,430	0	0.0
Subtotal, Mayor's Budget	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Mayor's Listed Positions:				
Permanent	110.0	97.0	-13.0	-11.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	110.0	97.0	-13.0	-11.8 %
Adjustments (FTE):				
Overtime/Temporary			0.0	n/a %
Supplemental Appropriations			0.0	n/a
Salary Savings	(7.5)	(5.3)	2.2	-29.3
Other Adjustments			0.0	n/a
Total FTE	102.5	91.7	-10.8	-10.5 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **02 Assessor**

Financial Data:

The Assessor's proposed \$6,097,416 budget for 1993-94 is \$341,111 or 5.3 percent less than the original 1992-93 budget of \$6,438,527. The net decrease from the revised 1992-93 budget to the Standardized budget is \$582,165 or 8.7 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Real Property	\$2,541,282	\$2,541,282	\$2,624,015	\$2,624,015
Personal Property	2,172,097	2,172,097	1,941,052	1,941,052
Technical Services	787,040	787,040	696,717	696,717
Administration	889,205	1,130,259	786,729	786,729
Workers Compensation	48,903	48,903	48,903	48,903
Total	\$6,438,527	\$6,679,581	\$6,097,416	\$6,097,416

Department Expenditures

The reduction in expenditures is primarily due to the elimination of 13 positions and related mandatory fringe benefits for a savings of \$678,739, Controller-Data Processing expenditure savings of \$92,678 and other savings of \$72,244.

The only major increase in the budget is an increase in Professional Services of \$500,000 to obtain the services of a consultant to assist the San Francisco Assessor's Office in the areas of (1) Defending current real property assessments and (2) Maximizing property tax revenue by capturing all available property assessments. The consultant hired by the City will report directly to the Assessor. The consultant will evaluate existing programs in the Assessor's Office, assist in preparing the defense of large assessment appeals, develop a comprehensive database for the appraisal of hotels, large office buildings and apartments, develop and implement programs that will increase property tax revenue for the City.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

02 Assessor

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
100	Professional Services * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$500,000.				\$500,000	\$500,000	*
340	Controller-Data Proc. Reduce to prior years actual level adjusted by a cost of living factor.				93,751	91,667	\$2,084
340	Controller-Data Proc. Reduce to prior years actual level adjusted by a cost of living factor.				13,148	7,340	5,808
340	Controller-Data Proc. Reduce to prior years actual level adjusted by a cost of living factor.				48,082	25,962	<u>22,120</u>
Total Recommended Reduction							\$30,012

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
2012

Department/Division: 78 Recorder

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,721,485	\$1,797,500	\$76,015	4.4
General Fund Unallocated	(\$602,427)	(\$730,927)	(128,500)	21.3
Other Departmental Revenue	629,620	663,200	33,580	5.3
Subtotal, Mayor's Budget	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Mayor's Listed Positions:				
Permanent	27.0	33.0	6.0	22.2 %
Temporary	6.0		-6.0	-100.0
Work Order			0.0	n/a
Subtotal, Mayor's Budget	33.0	33.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.37	0.73	0.36	97.30 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.31)	(1.66)	(1.35)	435.48
Other Adjustments			0.00	n/a
Total FTE	33.06	32.07	(0.99)	(2.99) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **78 - Recorder**

Financial Data:

The Recorder Department's proposed \$1,729,773 budget for 1993-94 is \$18,905 or 1.1 percent less than the original 1992-93 budget of \$1,748,678. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,276,553 or 42.5 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Recorder	\$1,473,369	\$2,727,385	\$1,446,055	\$1,446,055
County Clerk Services	<u>275,309</u>	<u>278,941</u>	<u>283,718</u>	<u>283,718</u>
Total	<u>\$1,748,678</u>	<u>\$3,006,326</u>	<u>\$1,729,773</u>	<u>\$1,729,773</u>

Department Expenditures

The Recorder is proposing to make the following upward position substitutions (1) five 1426 Senior Clerk Typist positions for five 8108 Senior Legal Process Clerk positions, for a total salary increase of \$29,037, (2) one 1750 Microphoto Technician position for one 8108 Senior Legal Process Clerk position, for a salary increase of \$6,905 and (3) one 1650 Accountant position for one 1652 Senior Accountant position for a salary increase of \$5,675.

The Recorder is also proposing to transfer half of the cost of two positions, a 1132 Recorder position and a 1133 Chief Deputy Recorder position, from its General Fund budget to its State Modernization Fund budget. This transfer of one half of the cost of these two positions results in the Department's General Fund being reduced by \$62,530 in Permanent Salaries and \$15,633 in corresponding Fringe Benefits, for a total reduction of \$78,163.

Comments

As noted above the Recorder is requesting that a total of six positions be substituted for six Senior Legal Process Clerk positions. The Recorder reports that five of the six requested Senior Legal Process Clerk positions and the Senior Accountant position are needed because the Department's recording volume has increased by more than 30% since 1988. The Recorder adds that the sixth Senior Legal Process Clerk

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **78 Recorder**

position is needed in order to have the appropriate staffing required for the County Clerk Program based on the recent consolidation of the Recorder's Office with the County Clerk.

The Civil Service Commission has approved the upward substitution of four of the Senior Clerk Typists for four of the Senior Legal Process Clerks and the fifth requested substitution of a Senior Clerk Typist for a Senior Legal Process Clerk, has been approved by Civil Service staff. The requested upward substitution of a 1750 Microphoto Technician for a Senior Legal Process Clerk has also been approved by Civil Service Commission staff. The Civil Service Commission has approved the upward substitution of a 1650 Accountant position for a 1652 Senior Accountant position.

The Recorder is proposing to purchase two personal computers to replace two outdated computers which are experiencing maintenance problems. The two computers have been approved by the Electronic Information Processing Steering Committee (EIPSC). The Recorder is also proposing to purchase two Microfilm Readers, which would replace to Readers that are, according to the Recorder, breaking down on a regular basis. The Microfilm Readers are used by the public. The proposed equipment would be funded through the State Modernization Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

78 Recorder/County Clerk Division

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
2013	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$214,184	\$210,872	*
2025	001	Senior Legal Process Clerk	8108	1	1	31,398	25,384*	\$6,014
2029	001	Senior Clerk Typist Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings. * We recommend reserving the balance of \$13,979 pending final Civil Service Commission approval and approval of the City's final budget.	1426	(1)	(1)	(14,107)	(11,405)*	(2,702)
2013	060	Fringe Benefits Corresponds to reduction in salaries.				55,784	54,956	828

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

78 Recorder/Recorder Division

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$452,345	\$450,325	*
001	Senior Legal Process Clerk	8108	1	1	34,982	28,282*	\$6,700
001	Microphoto Technician Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings. *We recommend reserving the balance of \$8,469 pending final cCivil Service Commission approval and approval of the City's final budget.	1750	(1)	(1)	(24,493)	(19,813)*	(4,680)
060	Fringe Benefits Corresponds to reduction in salaries.				113,642	113,137	505
130	Material and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$4,750	\$2,111	\$2,639
350	Reproduction Expenditure not adequately justified.				7,000	0	7,000
190	Other Non-Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				16,565	9,229	7,336

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

78 Recorder/Recorder Division

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
2016	351	City Mail Service Reduce to 1992-93 budget level .				\$60,000	\$56,064	\$3,936
2020	020	Temporary Salaries Cost not adequately justified by the Department.				11,070	0	11,070
2020	190	Other Non-Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				21,000	20,872	128
2022	112	Travel Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				2,600	1,768	832
2022	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				1,400	1,040	360
2022	144	Membership Dues Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				400	208	192
Recommended Reductions								<hr/> \$40,158

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 80 Registrar				Page 2032
Budget Detail: Budget Summary:				
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$950,000	\$450,000	(500,000)	-52.6
General Fund Unallocated	1,690,378	2,371,105	680,727	40.3
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Mayor's Listed Positions:				
Permanent	12.0	11.0	-1.0	-8.3 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	12.0	11.0	-1.0	-8.3 %
Adjustments (FTE):				
Overtime/Temporary	12.02	15.23	3.21	26.71 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.74)	(0.91)	(0.17)	22.97
Other Adjustments			0.00	n/a
Total FTE	23.28	25.32	2.04	8.76 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **80 - Registrar**

Financial Data:

The Registrar Department's proposed \$2,821,105 budget for 1993-94 is \$180,727 or 6.8 percent more than the original 1992-93 budget of \$ 2,640,378. The net increase from the revised 1992-93 budget to the Standardized budget is \$208,464 or 8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Registrar	<u>\$2,640,378</u>	<u>\$2,612,641</u>	<u>\$2,821,105</u>	<u>\$2,821,105</u>
Total	<u>\$2,640,378</u>	<u>\$2,612,641</u>	<u>\$2,821,105</u>	<u>\$2,821,105</u>

Department Revenues

The Registrar's revenues for FY 1992-93 were originally budgeted at \$950,000, of which \$800,000 represented State reimbursements for State mandated election costs incurred in 1991-92. The \$950,000 was subsequently reduced by \$800,000 to \$150,000 based on the State's decision to reduce the amount of State reimbursements to local jurisdictions for State mandated election costs. The Registrar advises that the State specifically will no longer reimburse local jurisdictions for general absentee balloting costs. However, the State will continue to reimburse local jurisdictions for (1) permanent absentee ballots (i.e., ballots which are obtained by persons who are permanently confined and as such would otherwise be unable to vote), (2) partial payment for mail registration, (3) cost of processing voter notification cards, and (4) costs associated with candidates for State office who submit signatures in-lieu-of filing fees. The total revenue amount budgeted for FY 1993-94 is \$450,000, of which \$300,000 represents State mandated reimbursements. The \$450,000 represents a \$300,000 increase from the \$150,000 revised revenue amount for FY 1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **80 Registrar**

Department Expenditures

The Registrar's Permanent Salaries have been reduced by \$48,793 with a corresponding reduction in Mandatory Fringe Benefits of \$15,109, for a total reduction of \$63,902. This reduction reflects the elimination of a 1819 Management Information Specialist III position. The Registrar advises that this position's activities are still required and, as such, will be funded through Temporary Salaries, which will result in a reduction in the hours and number of temporary employees who are hired for each election.

Overtime expenditures would also be reduced by \$13,503 from \$28,503 to \$15,000.

Comments

According to the Registrar, reductions in the hours and number of temporary employees who are hired for each election, based on the Management Information Specialist III position being funded through Temporary Salaries, will result in telephones not being answered as promptly, absentee ballots will not be mailed as quickly (2-3 days after receipt rather than one day), and the certification of the election will be delayed. The Registrar also advises that the reduction in Overtime expenditures will result in (1) more on-the-job mistakes occurring, especially on election day, due to more experienced permanent staff having to be replaced with less experienced temporary staff and (2) delays in counting absentee ballots, thus delaying the final vote count for perhaps several days.

The Registrar's total proposed 1993-94 budget reflects an increase because there will be two elections instead of one. Expenditure categories which are being increased based on two elections include Temporary Salaries, Materials and Supplies and Other Non-Personal services (i. e., contractual services).

The Registrar is proposing to purchase three personal computers to be used to retrieve signatures from the Registrar's computer system. Signature checking is done when petitions and nominations papers are submitted as well as for absentee and provisional ballots. The three computers, which have been approved by the Electronic Information Processing Steering Committee (EIPSC), would replace three personal computers which have been in use for approximately ten years and are experiencing maintenance problems.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

80 Registrar

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
2034	130	Materials & Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			\$57,000 \$52,087	\$4,913
2034	144	Membership Dues Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			625 374	251
2035	313	Civil Service - Management Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			425 317	108
2035	316	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			2,000 706	1,294
2035	318	Building Repair Cost not adequately justified by Department.			4,000 0	4,000
Total Recommended Reductions						<hr/> \$10,566

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 29 City Planning			Budget Detail:	Page
			Budget Summary:	1828
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$3,159,143	\$4,890,094	\$1,730,951	54.8
General Fund Unallocated	2,842,277	1,460,656	(1,381,621)	-48.6
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$6,001,420	\$6,350,750	\$349,330	5.8 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues	490,766	1,009,320	518,554	105.7
Total Revenues	\$6,492,186	\$7,360,070	\$867,884	13.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,001,420	\$6,350,750	\$349,330	5.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures	490,766	1,009,320	518,554	105.7
Total Expenditures	\$6,492,186	\$7,360,070	\$867,884	13.4 %
Mayor's Listed Positions:				
Permanent	96.0	98.0	2.0	2.1 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	96.0	98.0	2.0	2.1 %
Adjustments (FTE):				
Overtime/Temporary	0.08	0.08	0.00	0.00 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(9.25)	(5.69)	3.56	(38.49)
Other Adjustments	4.50 *		(4.50)	(100.00)
Total FTE	91.33	92.39	1.06	1.16 %

* Grant funded positions.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **29 City Planning**

Financial Data:

The Department of City Planning's proposed \$6,350,750 budget for 1993-94 is \$349,330 or 5.8 percent greater than the original 1992-93 budget of \$6,001,420. The net decrease from the revised 1992-93 budget to the Standardized budget is \$466,067 or 6.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
City Planning	\$6,001,420	\$6,816,817	\$6,350,750	\$6,350,750

Departmental Revenues

In May, 1993, the Board of Supervisors approved various new fees and fee increases for the Department of City Planning. These fees include a new computer acquisition surcharge of 8%, extension of the \$125 construction services center and information counter surcharge, extension of the 8.6% computer maintenance surcharge, increases of between 4.7% to 217% in individual permit fees and extension of the permit fees from December, 1993 until December, 1995, an additional two years. Fee revenues for FY 1993-94 are budgeted at \$4,890,094, an increase of 35% over the revised FY 1992-93 budget.

As a result of new fees and increases in existing fees, permit and other fee revenues for the Department of City Planning have increased \$2,399,141 or 96% between the FY 1991-92 actual revenues received and the FY 1993-94 proposed budget, as reflected below:

<u>1991-92</u>	<u>1992-93</u>	<u>Annual</u>	<u>1993-94</u>	<u>Annual</u>	<u>1993-94</u>
<u>Actual</u>	<u>Revised Budget</u>	<u>Percentage</u>	<u>Proposed Budget</u>	<u>Percentage</u>	<u>Overall Percentage</u>
		<u>Increase</u>		<u>Increase</u>	<u>Increase From</u>
					<u>1991-92 Actual</u>
\$2,490,953	\$3,619,143	45%	\$4,890,094	35%	96%

It should be noted, however, that the Department anticipates that the actual revenues received for FY 1992-93 will be approximately \$3,420,000, or approximately \$200,000 less than budgeted. According to Mr. Alec Bash of the Department, projected revenues for FY 1993-94 should be realized, since these estimates were based on conservative projections for all permit categories.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **29 City Planning**

Departmental Revenues (continued)

The increase in revenues over the past several years is an attempt by the Department of City Planning to achieve full cost recovery for permit and application processing. As shown below, although the Department's budget has increased only \$321,732, or 5.3% from FY 1991-92 to the proposed FY 1993-94 budget, the Department has increased fee revenues relative to the Department's budget from 41% to 77%.

<u>FY 1991-92</u>	<u>Fee Revenues</u>	<u>FY 1992-93</u>	<u>Fee Revenues</u>	<u>FY 1993-94</u>	<u>Fee Revenues</u>
<u>Budget</u>	<u>% of Budget</u>	<u>Revised Budget</u>	<u>% of Budget</u>	<u>Proposed Budget</u>	<u>% of Budget</u>
\$6,029,018	41%	\$6,816,817	53%	\$6,350,750	77%

Departmental Expenditures

Salary and fringe benefit expenditures for the Department of City Planning are being reduced by \$315,732 in the proposed FY 1993-94 budget, due to the elimination of four positions and the downgrading of one position. The four eliminated positions are: one 1222 - Senior Payroll and Personnel Clerk; one 5277 - Planner I; one 5280 - Planner III and one 5298 - Planner III, Environmental Review. Three of these positions are currently vacant and the 5280 Planner III position is a temporary one year position, extending from July 1, 1992 through June 30, 1993. A 5115 Deputy Director of Planning is proposed to be downgraded to a 5109 Deputy Zoning Administrator.

Expenditures for telephone and other non-personnel expenses are projected to increase by \$99,855 in FY 1993-94, which includes the moving and related security and maintenance expenses to relocate the Department from 450 McAllister Street to 1660 Mission Street, as of January 1, 1994. An additional \$357,994 of one-time computer equipment, software and ancillary purchases are included in the FY 1993-94 budget, funded through a one-year 8% surcharge on permit applications, to be effective as of July 1, 1993.

For the first time, the Mayor's budget instructions required departments to include recurring grants in the budget. Accordingly, the Department has included 6 grant funded positions with annual salaries totalling \$235,040. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **29 City Planning**

Comments

1. The Department had requested 6.5 new positions and filling positions that were currently vacant, as part of the new fee increases proposed by the Department, that were recently approved by the Board of Supervisors. Such increases in staff were proposed in order to improve the permit and application processing performance goals. However, the Mayor's Office did not approve any of the new positions in the FY 1993-94 budget. In addition, as discussed above, the proposed FY 1993-94 budget includes the elimination of four positions and the downgrading of one position, when compared to the current FY 1992-93 budget. However because 6 grant funded positions have been included in the budget for the first time, the permanent position count increases by 2.

2. As a result of the Mayor's proposed budget, the Department of City Planning is proposing significant reductions in their long range planning activities. The Department anticipates the need to transfer 4.5 positions from long range planning to permit processing activities and the reduction of an additional 2.5 positions in long range planning due to salary savings. Although there are currently 18 positions providing long range planning functions, the Department anticipates there would be only 11 positions to work on long range planning functions as a result of these changes during FY 1993-94. Such reallocations of staffing are anticipated to result in an inability to analyze and disseminate Census data, loss of expertise in the search for potential expansion sites for UCSF, eliminated or deferred planning efforts for the Central Waterfront, Mid-Market, Showplace Square, Civic Center and Fishermans Wharf, lack of coordination with other City housing and transportation activities, and elimination of the Citywide Capital Expenditure and Improvement Plan.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

29 City Planning

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
100	Professional Services Reduce amount for miscellaneous upgrades of computer software from \$3,500 to \$1,000. The total computer maintenance expenditures are proposed to increase from \$36,000 to \$57,460, a \$21,460, or 60% increase. The Department is also proposing to purchase \$357,994 of additional computer equipment in FY 1993-94, which will result in further increases in computer maintenance expenditures in subsequent years. A one-year 8% surcharge on permit applications was approved to pay for the new computer equipment, but no financing mechanisms is proposed to pay for these increasing computer maintenance expenditures.				\$130,260	\$127,760	\$2,500
190	Other Non-Personal Services * The recommended reduction in Other Non-Personal Services is the total of the following specific recommendations.				366,237	331,199	*
	Legal Advertising Reduce to reflect a 39% reduction in the rates from FY 1992-93, based on the proposed San Francisco Examiner FY 1993-94 billing rates.				50,325	27,908	22,417
	Postage Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				63,800	58,490	5,310

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

29 City Planning

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
		Printing				22,000	20,800	1,200
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
		Film Purchase & Development				11,000	7,800	3,200
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
		Subscriptions				6,470	6,344	126
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
		Miscellaneous Expenditures				7,205	4,420	2,785
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
1831	130	Materials and Supplies				49,940	47,216	2,724
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
1831	231	Equipment Lease				357,994	307,994	50,000
		Reduce to offset portion of future year computer maintenance costs. A one- year 8% surcharge on permit applications was approved to pay for the new computer equipment, but no financing mechanism is proposed to pay for future computer maintenance expenditures.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

29 City Planning

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
2 318	Building Repair				12,000	8,000	4,000
	<p>Reduce evening custodial services provided by DPW to same level as in FY 1992-93, savings of \$1,000. Services would only be provided for six months, since the Department anticipates relocating to 1660 Mission Street by January, 1994, eliminating the need for these services at 450 McAllister.</p> <p>Reduce miscellaneous wiring costs for computer equipment by \$3,000, which still provides for \$1,000 of such expenses, given moving expenses already budgeted and Department should delay installing new equipment until January, 1994.</p>						
32 320	Public Works				60,772	57,543	3,229
	<p>Reduce amount paid to BBI for fee collection services by \$2,176 due to incorrect inclusion of salary standardization increase. Reduce amount paid to BBI for security guard services by \$1,053 to delete costs for February and March, 1994 at 450 McAllister Street, since Department will be moving to 1660 Mission Street in January, 1994.</p>						
Total							\$97,491

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 37 Permit Appeals

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$30,000	\$49,000	\$19,000	63.3
General Fund Unallocated	223,002	198,335	(24,667)	-11.1
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$253,002	\$247,335	(\$5,667)	-2.2 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$253,002	\$247,335	(\$5,667)	-2.2 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$253,002	\$247,335	(\$5,667)	-2.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$253,002	\$247,335	(\$5,667)	-2.2 %
Mayor's Listed Positions:				
Permanent	9.0 *	9.0 *	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	9.0	9.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.29	0.27	(0.02)	(6.90) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.07)	(0.33)	(0.26)	371.43
Other Adjustments			0.00	n/a
Total FTE	9.22	8.94	(0.28)	(3.04) %

*Includes 5 members of the Permit Appeals Board.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **37 Permit Appeals**

Financial Data:

The Board of Permit Appeals' proposed \$247,335 budget for 1993-94 is \$5,667 or 2.2 percent less than the original 1992-93 budget of \$253,002. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 8,088 or 3.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Appeals Processing	\$253,002	\$255,423	\$247,335	\$247,335

Comments:

1. The Department's proposed budget includes an 8.4 percent salary savings for FY 1993-94.
2. The Department's proposed budget includes temporary salaries in the amount of \$9,132. This amount represents a part-time clerk typist for sixteen hours per week.
3. The Department's proposed budget includes professional services in the amount of \$7,756. This provides the services of an official court reporter, who is required by Section 11 of Part III of the Municipal Code and who must be present for all Board meetings. The Board of Permit Appeals has used the same court reporter continuously for 15 years. Her services are secured through a purchase agreement and she is WBE certified.
4. Two of the Department's employees are asked to work overtime as needed to staff the Board's weekly evening meetings. The Department's proposed 1993-94 budget includes overtime at the same level as in 1992-93, in the amount of \$4,773. 1992-93 overtime expenditures through 4/30/93 were \$2,745.
5. The proposed budget includes a 1426 Senior Clerk Typist position which has been vacant since January 31, 1993. The Mayor has reduced this position from 40 hours per week in 1992-93 to 30 hours per week in 1993-94. The Department reports that they have proposed to the Mayor to eliminate the 1426 Senior Clerk Typist position and to increase temporary salaries \$18,264 in order to increase the part-time clerk typist to 32 hours per week.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **37 Permit Appeals**

Comments: (continued)

6. The Department reports that as a result of proposed expenditure reductions, support services would be reduced and departmental staff would be required to absorb the support services duties in addition to their regular duties.

In addition, while the Board of Permit Appeals will continue to schedule the same number of hearings in 1993-94 as in 1992-93, the waiting time to receive a hearing will be longer because the Department's overall response to the public will be slower. It is estimated that an individual may wait 6 to 8 weeks in 1993-94 to attend a hearing whereas the waiting time in 1991-92 was 3 weeks. The Department also advises that there will be delays in providing and processing information for the public.

Recommendation:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 65 Rent Arbitration Board	Budget Detail:			Page
	Budget Summary:			1043
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	1,570,002	1,642,690	72,688	4.6
Subtotal, Mayor's Budget	<u>\$1,570,002</u>	<u>\$1,642,690</u>	<u>\$72,688</u>	4.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$1,570,002	\$1,642,690	\$72,688	4.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,570,002	\$1,642,690	\$72,688	4.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,570,002	\$1,642,690	\$72,688	4.6 %
Mayor's Listed Positions:				
Permanent	20.0	20.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>20.0</u>	<u>20.0</u>	<u>0.0</u>	0.0 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(1.42)	(0.60)	0.82	(57.75)
Other Adjustments			0.00	n/a
Total FTE	18.58	19.40	0.82	4.41 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **65 - Rent Arbitration Board**

Financial Data:

The Residential Rent Stabilization and Arbitration Board's proposed \$1,642,690 budget for 1993-94 is \$72,688 or 4.6 percent greater than the original 1992-93 budget of \$1,570,002. The net increase from the revised 1992-93 budget to the Standardized budget is \$63,750 or 4.0 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Rent Arbitration Board	\$1,570,002	\$1,578,940	\$1,642,690	\$1,642,690

Department Revenues

All owners of rental units, with the exception of those that are four units or less and are owner occupied, including residential hotel units, are subject to the provisions of the Rent Stabilization and Arbitration Board. In May, 1993, the Board of Supervisors approved a \$2 increase in the annual Rent Stabilization and Arbitration fees from \$8 to \$10 for each apartment rental unit and an increase of \$1 from \$4 to \$5 for all residential hotel units in San Francisco. Monies generated by these annual fees are used to pay for the costs of operating and administering the Rent Stabilization and Arbitration Board. Any surplus collected in a given year is carried forward to the following year.

The proposed FY 1993-94 budget includes \$1,604,000 of revenues from this annual Rent Board fee. This represents an increase of \$38,721, or approximately 2.5% more than the \$1,565,279 included in the FY 1992-93 budget. Together with the other fees of approximately \$20,000 that the Rent Board collects, and carryforward funds from FY 1992-93, the Department should have sufficient revenues to cover the Rent Board's proposed expenditures.

Department Expenditures

The Rent Stabilization and Arbitration Board's proposed FY 1993-94 budget of \$1,642,690 represents an increase of \$63,750 or four percent over the revised FY 1992-93 budget of \$1,578,940. Much of this increase is due to salary and labor costs, as a result of the addition of a AA44 Senior Hearing Officer and the deletion of a 2982 Rent Board Supervisor which was approved during FY 1992-93, at an annual salary increase of \$10,701. In addition, the FY 1993-94 budget proposes a reduction of \$38,686 in salary savings.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division: **65 - Rent Arbitration Board**

The Rent Board's budget includes reductions in retirement contributions, City computer services and office rental expenses. However, these reductions will be offset by equipment purchase costs of \$13,082, data processing hardware and supplies of \$9,118, database design work of \$5,000 and systems analyst expenses of \$1,020. These additional costs are a result of the Rent Board transfer from their current WANG computer system to a personal computer LAN network.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

65 Rent Arbitration Board

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
1044	370	Workers Compensation Reduce to reflect actual amount anticipated. High level of stress claims from prior years is no longer warranted, due to improved work environment.				\$16,000	\$10,000	\$6,000
1045	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				935,212	896,526	*
1048	001	Salary Savings Increase salary savings to same amount as in FY 1992-93.	9993			(28,879)	(67,565)	38,686
1045	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				205,285	195,615	9,670
1046	307	Tax Collector Reduce to FY 1992-93 level since increase reflected salary standardization increases which will not be increased for FY 1993-94.				149,563	138,151	11,412
1046	350	Reproduction Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				7,656	7,583	73
1046	351	City Mail Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				8,850	8,064	786

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

65 Rent Arbitration Board

Object	Account Title	Position/ Equipment	Number		Amount		Savings	
		Number	From	To	From	To		
365	CAO-Insurance Reduce based on CAO agreement with Rent Board.					750	300	450
Total								<hr/> \$67,077

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
2003

Department/Division: 71 Real Estate

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,429,153	\$893,153	(536,000)	-37.5
General Fund Unallocated	753,701	1,166,180	412,479	54.7
Other Departmental Revenue	1,974,850	1,970,656	(4,194)	-0.2
Subtotal, Mayor's Budget	<u>\$4,157,704</u>	<u>\$4,029,989</u>	<u>(\$127,715)</u>	<u>-3.1 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	1,356,056	1,653,460	297,404	21.9
Other Revenues			0	n/a
Total Revenues	<u>\$5,513,760</u>	<u>\$5,683,449</u>	<u>\$169,689</u>	<u>3.1 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,157,704	\$4,029,989	(\$127,715)	-3.1 %
Supplemental Appropriations			0	n/a
Recoveries	1,356,056	1,653,460	297,404	21.9
Other Expenditures			0	n/a
Total Expenditures	<u>\$5,513,760</u>	<u>\$5,683,449</u>	<u>\$169,689</u>	<u>3.1 %</u>
Mayor's Listed Positions:				
Permanent	23.0	23.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>23.0</u>	<u>23.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.99)	(0.59)	0.40	(40.40)
Other Adjustments			0.00	n/a
Total FTE	<u>22.01</u>	<u>22.41</u>	<u>0.40</u>	<u>1.82 %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 71 Real Estate

Financial Data:

The Real Estate Department's proposed \$4,029,989 budget for 1993-94 is \$127,715 or 3.1 percent less than the original 1992-93 budget of \$4,157,704. The net decrease from the revised 1992-93 budget to the Standardized budget is \$146,961 or 3.5 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Real Estate Administration	<u>\$4,157,704</u>	<u>\$4,176,950</u>	<u>\$4,029,989</u>	<u>\$4,029,989</u>
Total	<u>\$4,157,704</u>	<u>\$4,176,950</u>	<u>\$4,029,989</u>	<u>\$4,029,989</u>

Department Revenues

The Real Estate Department's projected revenues of \$2,863,809 for FY 1993-94 represent a decrease of approximately \$540,194 or 15.9 percent from the FY 1992-93 projected revenues of \$3,404,003. The decrease is primarily due to the Rental of Rooms and Space revenue, which consists of Moscone Center Garage revenues, being transferred to Unallocated General Fund Revenues. The Controller advises that although the Real Estate Department is responsible for collecting the Moscone Garage revenues, the Controller believes that it is more appropriate for these revenues to be budgeted as Unallocated General Fund Revenues as are all other garage revenues City-wide.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **71 Real Estate**

Department Expenditures

The Real Estate Department is proposing to transfer three positions, a 1656 Head Accountant, a 4144 Assistant Director of Property and a 4150 Director of Property, from its General Fund budget to its Work Order budget. This transfer of positions results in the Department's General Fund budget being reduced by \$220,204 in Permanent Salaries and \$46,335 in corresponding Fringe Benefits, for a total reduction of \$266,539.

A work order to Light, Heat and Power was reduced from \$7,210 to zero funding (see comment below).

Comments

The Real Estate Department has jurisdiction over the Hallidie Plaza located near the Bart Powell Street exit. The Department advises that the \$7,210 reduction in work order funding for Light, Heat and Power is earmarked to pay for utility costs at Hallidie Plaza. According to the Department, if the \$7,210 is not restored, the Department will have no monies to pay for utility costs to keep Hallidie Plaza lighted.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

Real Estate

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u> <u>To</u>	<u>Amount</u> <u>From</u> <u>To</u>	<u>Savings</u>
2006	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			\$17,400 \$11,914	\$5,486
2007	310	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			545 130	415
2007	313	Civil Service - Miscellaneous Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			255 98	<u>157</u>
Total Recommended Reductions						\$6,058

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 30 Civil Service

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	7,422,970	6,755,950	(667,020)	-9.0
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$7,422,970</u>	<u>\$6,755,950</u>	<u>(\$667,020)</u>	<u>-9.0 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		150,000	150,000	n/a
Other Revenues			0	n/a
Total Revenues	<u>\$7,422,970</u>	<u>\$6,905,950</u>	<u>(\$517,020)</u>	<u>-7.0 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$7,422,970	\$6,755,950	(\$667,020)	-9.0 %
Supplemental Appropriations			0	n/a
Recoveries		150,000	150,000	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$7,422,970</u>	<u>\$6,905,950</u>	<u>(\$517,020)</u>	<u>-7.0 %</u>
Mayor's Listed Positions:				
Permanent	121.0	119.0	-2.0	-1.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>121.0</u>	<u>119.0</u>	<u>-2.0</u>	<u>-1.7 %</u>
Adjustments (FTE):				
Overtime/Temporary	2.57	2.59	0.02	0.78 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(10.54)	(18.26)	(7.72)	73.24
Other Adjustments			0.00	n/a
Total FTE	<u>113.03</u>	<u>103.33</u>	<u>(9.70)</u>	<u>(8.58) %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **30 Civil Service**

Financial Data:

The Civil Service proposed \$6,755,950 budget for 1993-94 is \$667,020 or 9 percent less than the original 1992-93 budget of \$7,422,970. The net decrease from the revised 1992-93 budget to the Standardized budget is \$727,277 or 9.7 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Applicant Services	\$7,422,970	\$7,483,227	0	0
Classifications and Compensation	0	0	\$1,255,378	\$1,255,378
Equal Employment Opportunity and Affirmative Action	0	0	562,655	562,655
General Services	0	0	2,106,952	2,106,952
Management and Employee Development	0	0	426,304	426,304
Recruitment and Selection	<u>0</u>	<u>0</u>	<u>2,404,661</u>	<u>2,404,661</u>
Total	\$7,422,970	\$7,483,227	\$6,755,950	\$6,755,950

Comments:

Proposition B, passed in the November, 1991 election allows unions representing City employees to determine wages through collective bargaining instead of by the Salary Standardization method under Charter Section 8.407. For setting 1993-94 wage rates, the Service Employees International Union (SEIU) Locals 535, 250 and 790 and the International Federation of Professional and Technical Engineers Local 21 unions, representing approximately 70 percent of the City's employees, have elected to determine wages through collective bargaining pursuant to Proposition B.

Prior to 1993-94, the Civil Service Department has been a single program. Beginning with 1993-94 the Civil Service Department is reorganized into the following five divisions:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **30 Civil Service**

Classification, Compensation & Labor Relations

The Classification Division has principal responsibility for the maintenance of the citywide classification system. The Program conducts classification and reclassification studies, processes personal service contracts, reviews requisitions and makes staffing recommendations. The Classification Division includes the Compensation, Payroll Audit and Labor Relations Units.

Equal Employment Opportunity & Affirmative Action

The Equal Employment Opportunity (CEO) and Affirmative Action (AA) Division administers city-wide EEO/AA programs to ensure equal employment opportunity and to promote diversity in the workforce which is reflective of the City and County's diverse population. The division provides assistance in establishing and monitoring departmental AA goals, investigates discrimination complaints, prepares statistical reports, reviews examination plans, performs specialized recruitment, administers special programs and conducts city-wide EEO/AA training.

General Services

The General Services Division consists of the 5 members of the Civil Service Commission, the General Manager's office, the Assistant Secretary's office, the Business Management Unit, the Certification Unit, the Information Services Unit, the Mail & Reproduction Unit, and the Personnel Services Unit.

Management and Employee Development

This Management and Employee Development Division provides excellent, responsive training and consulting services to City Departments that empowers managers and employees to achieve their business objectives, particularly that of providing the highest quality service to the community. The program promotes the development of productive employees through comprehensive training in performance management, progressive discipline, effective communication, planning and problem solving.

Recruitment and Selection

The Recruitment and Selection Division administers employee selection programs for job classifications which by Charter are required to be filled through competitive examination. It has management oversight of and provides technical and computerized applications support to the decentralized examination programs and the Fire Consent Decree examination program. Program functions include providing employment-related information to the public and City employees, recruitment, applicant processing, job analyses, test development and administration, and generation of eligible lists.

The Mayor's proposed 1993-94 budget reflects a decrease of three positions and reduced salaries and fringe benefits totalling approximately \$800,000.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

30 Civil Service

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Classifications and Compensation Project (332270)</u>								
1881	201	Programmatic Project * Reserve pending outcome of November, 1993 election regarding Charter Amendment to change salary survey requirements.				96,000	96,000	*
<u>Classifications and Compensation (332304)</u>								
1882	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				42,456	41,784	*
1903	001	Personnel Analyst Reduce to maximum Salary at top step.	1242	1	1	48,800	48,128	672
1882	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				9,824	9,656	168
<u>General Services (332247)</u>								
1888	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,183,939	1,183,025	*
1905	001	Secretary II Reduce to maximum Salary at top step.	1446	1	1	37,480	36,566	914
1888	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				296,986	296,746	240

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

30 Civil Service

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
38	100	Professional Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				90,875	80,349	10,526
38	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				15,660	5,429	10,231
								<hr/>
Total Recommended Reductions								\$22,751
Recommended Reserves								\$96,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

				Page
Department/Division: 33 Health Service				1913
Budget Detail: Budget Summary:				
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$0	\$0	\$0	n/a %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	2,102,746	2,574,848	472,102	22.5
Other Revenues	348,470	62	(348,408)	-100.0
Total Revenues	\$2,451,216	\$2,574,910	\$123,694	5.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures			\$0	n/a %
Supplemental Appropriations			0	n/a
Recoveries	2,451,216	2,574,910	123,694	5.0
Other Expenditures			0	n/a
Total Expenditures	\$2,451,216	\$2,574,910	\$123,694	5.0 %
Mayor's Listed Positions:				
Permanent	44.0	42.0	-2.0	-4.5 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	44.0	42.0	-2.0	-4.5 %
Adjustments (FTE):				
Overtime/Temporary	0.79	1.72	0.9	117.7 %
Supplemental Appropriations			0.0	n/a
Salary Savings	(4.68)	(3.21)	1.5	-31.4
Other Adjustments			0.0	n/a
Total FTE	40.1	40.5	0.4	1.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **33 Health Service System**

Financial Data:

The Health Service System's proposed \$ 2,574,910 budget for 1993-94 is \$123,694 or 5.0 percent more than the original 1992-93 budget of \$2,451,216. The net increase from the revised 1992-93 budget to the Standardized budget is \$82,476 or 3.3 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>Health Service System</u>				
Health Service Administration	\$2,451,216	\$2,492,434	\$2,574,910	\$2,574,910

Comments:

1. The budget includes 7.9 percent salary savings in Health Service Administration and 3.2 percent salary savings in Dental Administration.

2. The budget includes overtime in the amount of \$457. This amount is unchanged from FY 1992-93. The Department reports that overtime is necessary for the Administration Division to meet deadlines imposed for payroll rate changes and the processing of Open Enrollment period health, dental, disability, and dependent care plan changes occurring in the month of April to be effective July 1st.

3. The budget includes temporary salaries in the amount of \$66,422 or \$36,093 more than the FY 1992-93 amount of \$30,329. Temporary salaries are requested for the following:

<u>Position</u>	<u>1992-93</u>	<u>1993-94</u>
1404 Clerk	\$30,329	\$33,353
A962 Employee Benefit Technician	<u>0</u>	<u>33,069</u>
Total	\$30,329	\$66,422

The Department reports that the services of 1.4 FTE 1404 Clerks are needed on a part-time as-needed basis to work during peak periods such as the April open enrollment period, and at other times to perform clerical functions which take little training time such as filing, mail sorting, document and member file numbering, file set-up, and assembly of enrollment forms for submission to providers.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **33 Health Service System**

The Department reports that the proposed 1993-94 budget includes temporary salaries for two A962 Employee Benefit Technicians for six months in order to assist with the anticipated significant reduction in the City's work force and the corresponding increase in applications to the Health Service System for continuation coverage under Federal COBRA provisions and the City's involuntary leave policies. Such an increase in applications is expected to result from layoffs which are expected under the 1993-94 budget.

4. However, 2 A962 Employee Benefit Technicians have been deleted from the Mayor's proposed 1993-94 budget:

<u>Position</u>	<u>Number</u>	<u>Amount</u>
A962 Employee Benefits Technician	(2)	\$(66,137)

The Department reports that the elimination of the two Class A962 Employee Benefits Technicians will impair operations and delay its response to inquiries submitted by active and retired City employees concerning health, dental, disability, and dependent care coverage provided through the Health Service System.

5. The proposed budget includes personal services contracts in the amount of \$257,792. This amount is \$94,475 more than the 1992-93 amount of \$163,317.

<u>Contractor</u>	<u>Amount 1992-93</u>	<u>Amount 1993-94</u>
EDP Equipment		
Rental and Maintenance	\$46,177	\$46,177
Actuarial Services	36,000	36,000
Health Care Evaluation, Inc.	<u>81,140</u>	<u>175,615</u>
Total	\$163,317	\$257,792

The Department reports that new contract costs for Health Care Evaluation, Inc. are due to higher rates which were effective October, 1992. The existing vendor was the lowest bidder. Health Care Evaluation, Inc. provides health care cost containment services. This includes hospital and outpatient utilization review, medical case management, and review of selected medical claims.

Recommendation:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 44 Retirement System		Budget Detail: Budget Summary:		Page 1926
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			0	n/a
General Fund Unallocated	\$3,572,420	\$6,108,187	\$2,535,767	71.0
Other Departmental Revenue	5,284,048	5,868,151	584,103	11.1
Subtotal, Mayor's Budget	\$8,856,468	\$11,976,338	\$3,119,870	35.2 %
Adjustments:				
Supplemental Appropriations			0	n/a %
Recoveries			0	n/a
Other Revenues	\$19,667,081	\$24,410,999	\$4,743,918	24.1
Total Revenues	\$28,523,549	\$36,387,337	\$7,863,788	27.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$8,856,468	\$11,976,338	\$3,119,870	35.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures	19,667,081	24,410,999	4,743,918	24.1
Total Expenditures	\$28,523,549	\$36,387,337	\$7,863,788	27.6 %
Mayor's Listed Positions:				
Permanent	103.0	91.0	-12.0	-11.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	103.0	91.0	-12.0	-11.7 %
Adjustments (FTE):				
Overtime/Temporary	2.47	5.80	3.33	134.82 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(5.16)	(3.95)	1.21	(23.45)
Other Adjustments			0.00	n/a
Total FTE	100.31	92.85	(7.46)	(7.44) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

Financial Data:

The Retirement System's proposed \$11,976,338 budget for 1993-94 is \$3,119,870 or 35.2 percent more than the original 1992-93 budget of \$8,856,468. The net decrease from the revised 1992-93 budget to the Standardized budget is \$11,845,720 or 49.7 percent because the cost of brokers' commissions and investment advisors for 1992-93 was included in the revised but not in the original 1992-93 appropriations.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Retirement Services	\$3,618,642	\$3,920,537	\$4,288,283	\$4,288,283
Workers' Compensation	23,452,966	27,203,584	30,519,186	30,519,186
Investments	959,821	15,478,395	1,158,308	1,158,308
Administration	<u>492,120</u>	<u>495,752</u>	<u>421,560</u>	<u>421,560</u>
Work Order Recoveries	(19,667,081)	(23,276,210)	(24,410,999)	(24,410,999)
Total	<u>\$8,856,468</u>	<u>\$23,822,058</u>	<u>\$11,976,338</u>	<u>\$11,976,338</u>

Department Revenues

The Retirement System has no General Fund departmental revenue or fee changes affecting their current Fiscal Year 1992-93 budget or the Mayor's proposed budget for Fiscal Year 1993-94. The 11.1% increase in revenues for 1993-94 from the original 1992-93 budget is attributed to Employee Retirement Trust fund revenues. These revenues were increased in order to fund the appropriations proposed for the Retirement Services, Investments and Administration divisions.

Department Expenditures

The Retirement System's proposed 1993-94 budget reflects an overall increase of approximately \$3.1 million which is comprised of the following: 1) an increase of \$2,322,302 in the Workers Compensation Division - Non Personal Services, for a total of \$4,106,561, to be used in part for a \$3.5 million contract with a Third Party Administrator to assist the Division in adjusting workers compensation

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

claims, and 2) a net increase of \$797,568 in the Retirement Services and Investments divisions for services of other departments.

Comments:

1. The proposed staff changes within each of the Retirement System's major divisions are as follows:

Deleted Positions

A proposed reduction in staffing in Retirement Services, Workers Compensation, and Investments would result in budget savings of \$767,354 through the elimination of 18 positions as follows:

Retirement Services

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1113 Deputy General Manager	1	\$95,368
1812 Assistant Retirement Analyst	4	166,188
1844 Senior Management Assistant	<u>1</u>	<u>51,547</u>
Subtotal	6	\$313,103

Investments

<u>Position</u>		
1863 Senior systems & Procedures Analyst	1	\$61,490

Workers Compensation

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1404 Clerk	1	\$29,075
8166 Workers Compensation Supervisor II	1	73,993
8141 Workers Compensation Adjustor	4	134,441
A962 Employee Benefit Technicians	2	61,528
1602 Calculating Machine Operator	<u>3</u>	<u>93,724</u>
Subtotal	<u>11</u>	<u>\$392,761</u>

Total Savings from Deleted Positions	-18	-\$767,354
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However, the Retirement System proposes to add 5 new positions to the Workers' Compensation Division. The cost of the 5 new positions to be added to Workers' Compensation would be \$191,496. Additionally, the Retirement System reports that one 1879 Project Manager position will be added (transferred) to the Retirement Services Division from the Controller's ISD. This position is currently funded by Work Order from Retirement to ISD.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

If approved, net savings from adding 5 new positions for the 18 deleted positions shown above would be \$575,858 (\$767,354 saved from deleted positions less \$191,496 for added positions). The proposed additions are as follows:

Workers Compensation

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1630 Account Clerk	1	\$31,242
AA46 Workers Compensation Adjuster Trainee	4	160,254
Total	5	\$191,496

Currently, the Workers Compensation Division employs approximately 20 employees whose main responsibilities are to adjust approximately 9,000 claims. The caseload per adjuster ratio is presently approximately 450 cases. The State of California recommends that adjusters have no more than 200 cases at a given time. Approximately 4,400 of the 9,000 cases will be given to the new Third Party Administrator contractor. The caseload per adjuster would then be approximately 230 cases per adjuster (9,000 cases less 4,400 cases divided by 20 employees), or 30 more than the amount recommended by the State. This calculation does not include the position deletions that have been proposed for the Workers Compensation Division as shown above.

2. The Department reports that the impact of the Mayor's proposed budget on the Retirement System would be as follows:

RETIREMENT SERVICES - The Retirement System advises that the 1812 Assistant Retirement Analyst positions perform all calculations pertaining to retirement, death and refund benefits, counsel employees, update the computer system data, update retirees' data for monthly check processing and mailing, and answer members' requests for information by telephone or in writing. According to the Department, the deletion of four 1812 positions will greatly affect services to members, specifically members' requests for pension and service credit estimates, account balances and other information. Additionally, the refund of members' contributions which normally takes a maximum of eight weeks may take longer and less staff will be available to contribute to the development of the Retirement System's new computer system.

WORKERS' COMPENSATION - The Department advises that the deletion of one 8166 Workers Compensation Supervisor II position removes a management level from the Workers' Compensation Division. In addition to the planning, organizing and reviewing on a broad scale, the Division Manager would now be involved in duties normally assigned to the Workers Compensation Supervisor II such as review of actual casework, settlement of cases, monitoring the size of the caseloads, and monitoring the rehabilitation and medical management functions, in addition to the review of high profile cases because of cost and sensitivity.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

3. The Mayor's proposed budget includes a total of \$24,410,999 in recoveries to provide funds for Workers Compensation claims which is a 4.8 percent increase from the 1992-93 revised amount of \$23,276,210. Of this \$24,410,999 amount, \$10,588,929 is allocated to the General Fund and the remaining \$13,822,070 is allocated to Special Funds. Based on the current level of Workers Compensation expenditures (including a cost-of-living increase), the City will expend a total of \$31,730,592 in Workers Compensation expenses in 1993-94 which would result in a \$7,319,593 deficit as follows:

	1993-94 budget	Actual 92-93 expenditure level adjusted by a cost of living factor for 1993-94	Projected deficit
General Fund	\$10,588,929	\$14,156,838	(\$3,567,909)
Special Funds	<u>13,822,070</u>	<u>17,573,754</u>	<u>(3,751,684)</u>
Total	\$24,410,999	\$31,730,592	(\$7,319,593)

The Retirement System reports that the Third Party Administrator (TPA) began its contractual services with the Department on June 1, 1993. The contract was awarded to Noetics, Inc. The actual amount of the contract is \$3.5 million, including \$2,675,000 in the 1993-94 budget (the remaining \$825,000 was budgeted in the Department's 1992-93 budget). The Department advises that initially, costs will be somewhat higher with the TPA given the increase in the settlement and closure of cases and timely payment of benefits. However, the Department expects that the TPA will begin to save the City money by the end of FY 1993-94. The Department states that given dramatic reforms taking place at the State level and the number of layoffs anticipated as a result of the Mayor's proposed budget, it is not yet possible to determine the amount by which the TPA would help reduce the above projected deficit. The Department notes that it believes a deficit is not likely since funds budgeted for workers compensation claims have increased by \$1,134,789, from \$23,276,210 to \$24,410,999 and because the TPA is expected to reduce the cost of claims. As noted above, the Budget Analyst believes that a deficit in this account will occur.

4. The Department reports that as a result of the Mayor's projected reduction in salary increases and other factors, the Retirement Board has been able to decrease the City's retirement contribution rates for 1993-94 as follows:

<u>Employee Type</u>	<u>1992-93</u>	Original <u>1993-94</u>	Adjusted <u>1993-94</u>
Miscellaneous Employees	9.08%	9.08%	7.36%
Uniformed Police	24.04%	29.91%	26.92%
Uniformed Fire Fighters	43.17%	43.17%	40.02%

These adjustments result in a 1993-94 General Fund savings of \$14.5 million. The Department advises that a one-time adjustment in the above manner would not compromise the Retirement Trust Fund and that the reduced contribution rates will adequately meet the future funding needs of the Retirement System's current participants and retirees. The above change in rates will take effect on July 1, 1993.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

44 - Retirement System/Workers Compensation

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1933	001	Permanent Salaries * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,332,181	\$1,327,990	*
1944	001	Workers Comp. Supervisor I One of the five positions is being transferred from the Employment Trust Fund in order to supervise the TPA contract. Reduce one month's funding for for this position to 11 months since position is currently vacant.	8165	5	5	293,749	289,558	\$4,191
1933	060	Fringe Benefits Corresponds to reduction in salaries.				325,782	324,734	1,048
1933	130	Materials & Supplies Actual 1992-93 expenditure level of \$35,000 adjusted to reflect transfer of caseloads to TPA and anticipated changes in procedures.				43,225	32,813	10,412

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

44 - Retirement System/Workers Compensation

			Position/ Equipment					
	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
33	100	Professional Services				\$2,675,000	\$2,675,000	*
		*Reserve six months expenditures of the \$1,337,500 Third Party Administrator (TPA) contract pending 6-month review by Budget Committee of the actual savings achieved by the contractor.						
33	350	Reproduction				12,000	11,125	\$875
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

44 - Retirement System/Retirement Services

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
1930	190	Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$234,787	\$227,273	\$7,514
								<hr/>
Total Recommended Reductions								\$24,040
Total Recommended Reserves								\$1,337,500

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 10 Superior Court

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$3,952,434	\$1,273,812	(2,678,622)	-67.8
General Fund Unallocated	21,195,249	23,737,404	2,542,155	12.0
Other Departmental Revenue	203,900	211,000	7,100	3.5
Subtotal, Mayor's Budget	<u>\$25,351,583</u>	<u>\$25,222,216</u>	<u>(\$129,367)</u>	<u>-0.5 %</u>
Adjustments:				
Supplemental Appropriations	\$537,000		(\$537,000)	-100.0 %
Recoveries		458,913	458,913	n/a
Other Revenues			0	n/a
Total Revenues	\$25,888,583	\$25,681,129	(\$207,454)	-0.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$25,351,583	\$25,222,216	(\$129,367)	-0.5 %
Supplemental Appropriations	537,000		(537,000)	-100.0
Recoveries		458,913	458,913	n/a
Other Expenditures			0	n/a
Total Expenditures	\$25,888,583	\$25,681,129	(\$207,454)	-0.8 %
Mayor's Listed Positions:				
Permanent	288.0	293.0	5.0	1.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>288.0</u>	<u>293.0</u>	<u>5.0</u>	<u>1.7 %</u>
Adjustments (FTE):				
Overtime/Temporary	1.25	1.90	0.65	52.00 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(18.10)	(21.72)	(3.62)	20.00
Other Adjustments			0.00	n/a
Total FTE	271.15	273.18	2.03	0.75 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **10 - Superior Court**

Financial Data:

The Superior Court's proposed \$25,222,216 budget for 1993-94 is \$129,367 or 0.5 percent less than the original 1992-93 budget of \$ 25,351,583. The net decrease from the revised 1992-93 budget to the Standardized budget is \$155,480 or 0.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Superior Court Operations	\$24,302,492	\$24,218,323	\$23,871,390	\$23,871,390
Worker's Compensation	103,514	103,514	103,514	103,514
Juvenile Justice Commission	82,445	83,050	116,918	116,918
Family Support Bureau Project	0	0	288,207	288,207
Trial Court Delay Reduction Project	<u>659,232</u>	<u>665,285</u>	<u>631,187</u>	<u>631,187</u>
Subtotal - General Fund	\$25,147,683	\$25,070,172	\$25,011,216	\$25,011,216
<u>Courthouse Fund</u>				
Courthouse Construction Expenses	<u>203,900</u>	<u>307,524</u>	<u>211,000</u>	<u>211,000</u>
Total	<u>\$25,351,583</u>	<u>\$25,377,696</u>	<u>\$25,222,216</u>	<u>\$25,222,216</u>

Department Revenues

Superior court revenues are budgeted for Fiscal Year 1993-94 at approximately the same level as the Revised Budget for Fiscal Year 1992-93. In Fiscal Year 1992-93 the Superior Court revised their initial estimate of approximately \$4.0 million in revenues to a revised estimate of approximately \$1.3 million because of a change in the State Trial Court Funding Act revenue allocation formula. State Trial Court Funding Act revenues are the primary source of revenues for court operations besides the General Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **10 Superior Court**

Department Expenditures

Although the proposed Fiscal Year 1993-94 budget for Superior Court Operations shows an approximately \$400,000 decrease from the original Fiscal Year 1992-93 budget of approximately \$24.3 million to approximately \$23.9 million for 1993-94, there are several increases that should be noted. The Fiscal Year 1993-94 request for payments to outside attorneys to defend persons that cannot be defended by the Public Defender and for court interpreters is approximately \$263,000 higher than for Fiscal Year 1992-93. The request for travel costs for judges and other employees to attend conferences and seminars includes a 36 percent increase. Based on actual travel cost expenditures in prior years, the Budget Analyst is recommending a reduction in the requested amount. In their personnel budget, the Superior Court is requesting the addition of five new positions, including 4 transfers (see last comment on following page), the substitution of three positions (one for more money and two for less money), one reclassification to a higher salary level and a reduction in Salary Savings (a reduction in Salary Savings has the effect of increasing the budget).

Savings proposed in the Superior Court's budget for 1993-94 occur in the requested funding for services, supplies and charges of other City departments for services rendered by those departments to the Superior Court.

Comments

Over the last few years the County Clerk function has been in the process of being integrated into the Superior Court's budget. The process of integration was completed in Fiscal Year 1992-93 adding approximately \$5.3 million to the Superior Court's Fiscal Year 1992-93 budget.

The Superior Court's budget includes the Juvenile Justice Commission budgeted at approximately \$116,000 for Fiscal Year 1993-94. The Juvenile Justice Commission is a separate function from the Superior Court operation. The Superior Court's budget also includes funding for three contracts, the Restraining Order Clinic (\$62,400), the Youth Court (\$66,000) and the Rally Project (\$36,000) that are not a part of the Superior Court operation.

During Fiscal Year 1992-93, the Superior and Municipal Courts have been in the process of combining their administrative functions in accordance with the 1991 Trial Court Realignment Act. This new State law requires such combining to effect savings from the consolidation of two court administrations into a single administration.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **10 Superior Court**

Comments (continued)

The Superior and Municipal Courts point out that they are a County function and were created and operate pursuant to State Law. Therefore, the Superior and Municipal Courts' budgets are not subject to review and adjustment by the Mayor's Office which is an office of a City's government. In the last phase of preparing the Fiscal Year 1993-94 budgets for submission to the Board of Supervisors for review and analysis, when the budget was printed by the Controller's Office, Special Salary Savings was included at 2.43 percent of the Courts' total salary budgets. The Budget Analyst concurs with the Courts in that this 2.43 percent Special Salary Savings budget recommendation should not be included in the Mayor's recommended budget for Fiscal Year 1993-94 and has made the appropriate "clerical error" correction to remove the 2.43 percent Special Salary Savings. However, the Budget Analyst has recommended that the Board of Supervisors reinstate this Special Salary Savings in order to be consistent with other City Departments.

A Federally-funded Family Support Bureau (the Family Support Bureau is in the District Attorney's budget) is being transferred to the Superior Court resulting in an increase of four positions. However, the corresponding Federal revenues cannot be identified and the Budget Analyst recommends against the transfer.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

10 Superior Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
30	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$11,807,122	\$11,699,741	*
94	001	Court Assistant, Senior The Superior Court is requesting a downward substitution of a 0636 Division Chief position to a 0590 Court Assistant, Senior position. However, the Superior Court advised the Budget Analyst in June, 1992 that the 0636 Division Chief position was to be completely eliminated in 1992-93 as part of the Trial Courts Reduction Plan. Therefore, the Budget Analyst recommends that the 0636 Division Chief be eliminated, and that the proposed new, 0590 Court Assistant Senior position that would be substituted for the 0636 Division Chief not be allowed.	0590	4	3	209,763	162,394	\$47,369
94	001	Superior Court Clerk Deny request for new position to replace contractor position. There is no evidence of offsetting cost savings.	0591	61	60	2,860,000	2,816,935	43,065
95	001	Mgmt. Info. Sys. Spec. II	0818	0	1	0	49,564	(49,564)
95	001	Mgmt. Info. Sys. Spec. III The Department has not adequately justified the upward substitution of this position which would result in an annual salary increase of \$4,762.	0819	4	3	221,608	167,282	54,326

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
94	001	Research Assistant	0676	9	10	422,938	471,301	(48,363)
94	001	Attorney	0174	2	1	118,181	57,633	60,548
		The Department has not adequately justified the upward substitution of this position. As requested, the new 0174 Attorney position would be started at Step 2 rather than at entry level which would have resulted in (a) an increase in pay of 19 percent for the change in classification (from Step 2 at the old classification to Step 1 of the new classification) plus (b) a 5 percent bonus from entry level Step 1 to Step 2 for a total increase of 24 percent. If approved, this would result in a total annual salary increase of \$12,185.						
95	001	Special Salary Savings	9991			(310,972)	0	(310,972)
		Delete Special Salary Savings that was automatically added when the budget document was printed but that was not authorized by the Court. This is a clerical adjustment.						
95	001	Special Salary Savings	9991			0	(310,972)	310,972
		The Board of Supervisors should require this Special Salary Savings consistent with Special Salary Savings requirements of all General Fund departments.						
80	010	Overtime				75,000	33,500	41,500
		Reduce to actual 1992-93 expenditure level. Superior Court explains that \$75,000 request is consistent with actual expenditure pattern, yet Controller's expenditure report does not support this explanation.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
30	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,585,145	2,561,522	23,623
30	112	Travel Superior Court states that a 36 percent increase in their travel budget from \$48,660 for 1992-93 to the requested \$66,542 "reflects the needs of the Superior Court and is consistent with past years' travel." 47 Judges and Commissioners would attend 15 events at a total cost of \$31,145 (3 events at Palm Springs, CA). 50 other employees would attend 15 events at a total of \$26,422 (other travel costs are \$8,975 for a total requested Travel budget of \$66,542). Actual travel costs through, April, 1993 are \$21,827. The actual costs were \$31,689 for 1991-92 and \$19,791 for 1990-91. At a time when some City employees are being terminated and other City employees earning more than \$50,000 annually are requested to take pay cuts, Judges can fund some of their own travel costs.				66,542	31,542	35,000
80	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				309,829	246,766	63,063
80	190	Other Non-Personnel Reduce Other Contractual Services (included in this account) by \$125,000 from requested \$323,448 to \$198,448 to reflect actual expenditure rate for 1992-93.				898,948	773,948	125,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
81	389	Miscellaneous Departments In previous years, the Public Defender has provided juvenile dependency representation services funded through work order from the Superior Court. For Fiscal Year 1993-94, the Public Defender is receiving funding directly from the General Fund for these services. Therefore, the funding in the Superior Court's proposed budget is duplicative.				423,744	0	423,744
80	220	Equipment The Superior Court requested \$150,000 for a lateral file system for 1992-93. The Board of Supervisors allowed \$75,000 as the first half of the cost with the second half to come from the 1993-94 budget. However, the Superior Court's requested budget for 1993-94 does not include \$75,000 for the second half of the cost of a lateral file system indicating that such equipment is no longer required. Thus, the Superior Court has a \$75,000 balance in their 1992-93 equipment budget that was designated for the purchase of a lateral file system in 1993-94 but can now be used to purchase other equipment, unless this amount is deleted.				308,300	233,300	75,000

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

10 Superior Court/Family Support Bureau Project

Page	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
9	001	Perm. Sal. Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				238,189	0	*
9	001	Superior Court Clerk	0591	2	0	100,120	0	100,120
9	001	Court Commissioner	0620	1	0	84,721	0	84,721
9	001	Court Reporter	0710	1	0	59,280	0	59,280
9	001	Special Salary Savings New revenues in support of this Family Support Bureau project have not been identified. Deny the transfer of these positions into the Superior Court's budget. These positions were to have been 100 percent Federally funded. Yet there are no revenues to support these positions. If these positions are approved, there will be 4 new General Fund positions.	9991			(5,932)	0	(5,932)
9	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				50,018	0	50,018
Total Recommended Reductions								\$1,493,490
Clerical Adjustments								(310,972)

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 11 Municipal Court

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,302,000	\$1,302,000	\$0	0.0
General Fund Unallocated	19,452,141	18,607,376	(844,765)	-4.3
Other Departmental Revenue	240,000	1,412,000	1,172,000	488.3
Subtotal, Mayor's Budget	\$20,994,141	\$21,321,376	\$327,235	1.6 %
Adjustments:				
Supplemental Appropriations	\$98,540		(\$98,540)	-100.0 %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$21,092,681	\$21,321,376	\$228,695	1.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$20,994,141	\$21,321,376	\$327,235	1.6 %
Supplemental Appropriations	98,540		(98,540)	-100.0
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$21,092,681	\$21,321,376	\$228,695	1.1 %
Mayor's Listed Positions:				
Permanent	288.0	291.0	3.0	1.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	288.0	291.0	3.0	1.0 %
Adjustments (FTE):				
Overtime/Temporary	2.26	2.32	0.06	2.65 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(9.38)	(15.85)	(6.47)	68.98
Other Adjustments			0.00	n/a
Total FTE	280.88	277.47	(3.41)	(1.21) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **11 Municipal Court**

Financial Data:

The Municipal Court's proposed \$ 21,321,376 budget for 1993-94 is \$327,235 or 1.6 percent more than the original 1992-93 budget of \$20,994,141. The net increase from the revised 1992-93 budget to the Standardized budget is \$381,798 or 1.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Municipal Court Operations	\$20,130,770	\$20,029,879	\$20,375,705	\$20,375,705
Worker's Compensation	63,071	63,071	63,071	63,071
Computerization Project	<u>800,300</u>	<u>846,628</u>	<u>882,600</u>	<u>882,600</u>
Total	<u>\$20,994,141</u>	<u>\$20,939,578</u>	<u>\$21,321,376</u>	<u>\$21,321,376</u>

Department Revenues

The Municipal Court's original 1992-93 budget included \$1.1 million budgeted for Court Fees and Court Reporter Fees revenues. The proposed 1993-94 revenue budget includes this same \$1.1 million amount even though the Municipal Court revised their 1992-93 revenue budget downward to \$235,000 in midyear as the result of changes in Trial Court Funding Act revenue allocation formulas. The actual revenues received were \$490,000 or \$610,000 less than the amount originally budgeted. Since there has been no further change in the allocation formulas, the Budget Analyst is recommending that the 1993-94 revenue budget also be reduced by \$610,000 from \$1.1 million to \$490,000 for these revenues. State Trial Court Funding Act revenues are the primary source of revenues for court operations besides the General Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **11 Municipal Court**

Department Expenditures

The proposed Fiscal Year 1993-94 budget for Municipal Court Operations shows an approximately \$245,000 increase from the original Fiscal Year 1992-93 budget of approximately \$20.1 million to approximately \$20.4 million for 1993-94. The Municipal Court's requested budget for salaries is up by approximately \$341,000. The Fiscal Year 1993-94 request for payments to outside attorneys to defend persons that cannot be defended by the Public Defender and for court interpreters is approximately \$343,000 higher than for Fiscal Year 1992-93. The request for equipment purchases and for equipment lease/purchases is up by approximately \$179,000 from approximately \$279,000 for 1992-93 to approximately \$458,000 for 1993-94.

In their personnel budget, the Municipal Court is requesting the addition of three new positions, the upward substitution of one position and a 2.1 percent reduction in salary savings (a reduction in salary savings has the effect of increasing the budget).

Comments

During Fiscal Year 1992-93, the Superior and Municipal Courts have been in the process of combining their administrative functions in accordance with the 1991 Trial Court Realignment Act. This new State law requires such combining to effect savings from the consolidation of two court administrations into a single administration. However, even though the two courts now have a common administration including budgeting, cost control and management reporting systems, the budget for the Municipal Court Operations for 1993-94 is increasing by approximately 1.2 percent whereas the budget for the Superior Court Operations is decreasing by approximately 1.6 percent.

The Superior and Municipal Courts point out that they are a County function and were created and operate pursuant to State Law. Therefore, the Superior and Municipal Courts' budgets are not subject to review and adjustment by the Mayor's Office which is an office of a city's government. In the last phase of preparing the Fiscal Year 1993-94 budgets for submission to the Board of Supervisors for review and analysis, when the budget was printed by the Controller's Office, Special Salary Savings was included at 2.43 percent of the Courts' total salary budgets. The Budget Analyst concurs with the Courts in that this 2.43 percent Special Salary Savings budget recommendation should not be included in the Mayor's recommended budget for Fiscal Year 1993-94 and has made the appropriate "clerical adjustment" correction to remove the 2.43 percent Special Salary Savings. However, the Budget Analyst has recommended that the Board of Supervisors reinstate this Special Salary Savings in order to be consistent with other City Departments. Further, the Budget Analyst has recommended a further adjustment to the Municipal Court's budget for (regular) Salary Savings based on the Budget Analyst's analysis of historical financial data and the actual salary expense requirements of the Municipal Court.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **11 Municipal Court**

Comments **(continued)**

Recently approved State legislation, Assembly Bill (AB) 408 regarding the de-criminalization of parking citations, makes local agencies that issue parking citations (the San Francisco Department of Parking and Traffic) also responsible for the functions of processing, collecting, and administratively reviewing and adjudicating parking citations. Therefore, the Municipal Court is in the process of transferring 106.5 full time equivalent (FTE) positions that currently perform these functions that are included in the Municipal Court's budget to the Department of Parking and Traffic's budget. This transfer must be completed by January 1, 1994, as required by AB 408. However this transfer is not yet reflected in the 1993-94 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
REVENUES							
7001	Court Fees				\$900,000	\$490,000	(\$410,000)
7006	Court Reporter Fees				200,000	0	(200,000)

The department's original 1992-93 budget included 7001 Court Fees and 7006 Court Reporter Fees at \$900,000 and \$200,000 respectively, the same as has been budgeted for 1993-94. However, the department revised the original 1992-93 estimates down to \$235,000 and zero (respectively) because of changes in the allocation of Trial Court Funding Act revenues. The estimated actual revenues from these fees for 1992-93 is \$490,000. There has been no change in the Trial Court Funding Act revenue allocation formulas to justify raising these revenue budgets above the \$490,000 level of revenue estimated to actually be received in 1992-93. Therefore the budgeted revenues for these items for 1993-94 should be reduced to the 1992-93 levels. This recommendation results in a negative savings because the budgeted revenues, as submitted to the Board of Supervisors, are overstated.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
EXPENDITURES								
103	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				12,772,261	11,333,925	*
107	001	Court System Coordinator	0222	1	1	79,100	67,800	11,300
107	001	Deputy Clerk	0280	34	34	1,708,421	1,702,176	6,245
107	001	Interpreter Coordinator	0293	1	1	39,950	39,300	650
108	001	Court Reporter Reduce the maximum salary at top step.	0350	20	20	1,235,896	1,185,360	50,536
107	001	Bail Commissioner	0215	1	0	77,081	0	77,081
107	001	Small Claims Legal Advisor	0260	2	1	90,796	67,536	23,260
108	001	Deputy Clerk These three new positions are not justified. Specifically regarding the 0215 Bail Commissioner position, the Board of Supervisors previously approved (Files 101-92-18 and 102-92-8) the creation of this position on a pilot project basis. However the Municipal Court has not provided justification for continuing this limited term position. At the same time funding was appropriated for this position, additional funding was appropriated for a study to determine the need to continue this position but the study results are not yet available.	0330	91	90	2,610,544	2,587,864	22,680

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
			From	To	From	To	
001	Court System Coordinator	0222	1	2	67,800	119,664	(51,864)
001	Traffic System Programmer	0243	2	1	146,806	87,276	59,530
	The Department has not adequately justified the upward substitution of this position, which would result in an annual salary increase of \$7,666.						
001	Information Clerk	0340	4	4	69,313	147,433	(78,120)
	This adjustment corrects a clerical error in the Municipal Court's budget as submitted to the Board of Supervisors.						
001	Special Salary Savings	9991			(318,067)	0	(318,067)
	Delete Special Salary Savings that was automatically added when the budget document was printed but that was not authorized by the Court. This is a clerical adjustment.						
001	Special Salary Savings	9991			0	(318,067)	318,067
	The Board of Supervisors should require this Special Salary Savings consistent with Special Salary Savings requirements of all General Fund departments.						
001	Salary Savings	9993			(395,018)	(1,712,056)	1,317,038
	Based on actual expenditures through April 1992, the department has realized actual salary savings at the rate of 17 percent for 1992-93. Increase 3 percent budget for salary savings for 1993-94 to 17 percent.						
060	Mandatory Fringe Benefits				2,762,479	2,428,859	333,620
	Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
103	010	Overtime Reduce to actual 1992-93 expenditure level.				64,559	46,093	18,466
103	020	Temporary Salaries Reduce to actual 1992-93 expenditure level.				61,033	41,231	19,802
103	040	Fees & Other Compensation Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				909,735	897,040	12,695
103	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				5,000	4,342	658
103	112	Travel Justification is inadequate and incomplete. At a time when some City employees are being terminated and other City employees earning more than \$50,000 are requested to take pay cuts, Judges can fund some of their own travel costs.				21,262	11,262	10,000
103	144	Membership Dues Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				8,670	7,800	870
103	190	Other - Non Personnel New Lexis subscription (\$14,000) and Electronic subscription (\$10,000) for 1993-94 are not sufficiently justified.				822,408	798,408	24,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
130	Materials and Supplies Disallow automatic five percent increase for office supplies (\$3,150 savings), reduce allowance for non-capital equipment to 1992-93 budget level (\$6,000 savings) and reduce allowance for maintenance of small truck (\$1,250 savings) for mail courier between Hall of Justice and City Hall.				97,400	87,000	10,400
220	Equipment Purchase Deny 20 personal computers as upgrades to existing equipment (\$50,000) and one light duty station wagon automobile (\$11,000). Department has not provided any justification for these items.				98,100	37,100	61,000
231	Equipment Lease/Purchase Final payment on DEC System contract was made in 1992-93, therefore requested \$150,750 is duplicative. *Reserve \$200,000 for LAN system pending EIPSC approval.				360,150	209,400*	150,750
318	Building Repair Projects in this account have not been reviewed by the Capital Improvements Advisory Committee. City Hall will be renovated after the Municipal and Superior Courts move to their new building to be constructed at Polk and McAllister Streets. Improvements to City Hall at this time are not a sound investment.				28,350	0	28,350

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
104	340	Controller - Data Processing				5,869	0	5,869
		Orientation classes on computers, costing \$3,800, are not essential this year since 1992-93 budget included \$3,100 for this activity. Those trained last year can train fellow-employees. No explanation has been provided for an additional request of \$2,069.						
105	100	Professional Services				466,300	200,000	266,300
		Includes \$354,500 request for maintenance of equipment and \$111,800 request for software. 1992-93 approved request for equipment maintenance was \$200,000. Reduce equipment maintenance by \$154,500 to 1992-93 budget level of \$200,000. Also 1992-93 approved request for software (a one-time expense) was \$220,000 but only \$137,348 has been expended through April 1993. Therefore, additional \$111,800 is not an essential expenditure for 1993-94. (Total recommended reduction is \$266,300 including \$154,500 from equipment maintenance request and \$111,800 from software request.)						
105	113	Training				10,000	5,200	4,800
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
105	190	Other Non-Personnel Expenses				48,500	8,320	40,180
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
05	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				357,800	299,312	58,488
		Total Recommended Reductions						\$2,880,771
		Total Recommended Reserves						200,000
		Clerical Adjustments						(396,187)
		Revenue Adjustment						(610,000)

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 12 Juvenile Probation

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$628,632	\$1,054,750	\$426,118	67.8
General Fund Unallocated	16,079,606	17,633,846	1,554,240	9.7
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$16,708,238</u>	<u>\$18,688,596</u>	<u>\$1,980,358</u>	11.9 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		37,500	37,500	n/a
Other Revenues			0	n/a
	<u></u>	<u></u>	<u></u>	
Total Revenues	\$16,708,238	\$18,726,096	\$2,017,858	12.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$16,708,238	\$18,688,596	\$1,980,358	11.9 %
Supplemental Appropriations			0	n/a
Recoveries		37,500	37,500	n/a
Other Expenditures			0	n/a
	<u></u>	<u></u>	<u></u>	
Total Expenditures	\$16,708,238	\$18,726,096	\$2,017,858	12.1 %
Mayor's Listed Positions:				
Permanent	271.0	278.0	7.0	2.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>271.0</u>	<u>278.0</u>	<u>7.0</u>	2.6 %
Adjustments (FTE):				
Overtime/Temporary	20.09	20.98	0.89	4.43 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(15.94)	(22.98)	(7.04)	44.17
Other Adjustments			0.00	n/a
	<u></u>	<u></u>	<u></u>	
Total FTE	275.15	276.00	0.85	0.31 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

Financial Data:

The Juvenile Probation Department's proposed \$18,688,596 budget for 1993-94 is \$1,980,358 or 11.9 percent more than the original 1992-93 budget of \$16,708,238. The net increase from the revised 1992-93 budget to the Standardized budget is \$1,818,327 or 10.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Juvenile Probation Services	\$4,744,157	\$4,801,037	\$5,596,204	\$5,596,204
Juvenile Court Administration	2,955,969	2,982,601	2,630,033	2,630,033
Juvenile Court Worker's Compensation	148,910	148,910	148,910	148,910
Juvenile Court Work Order	272,276	302,075	250,121	250,121
Juvenile Court Work Order Recovery	(272,276)	(302,076)	(250,121)	(250,121)
Juvenile Hall	5,583,292	5,641,838	6,827,526	6,827,526
Log Cabin Ranch	1,745,758	1,761,495	1,894,819	1,894,819
YGC-Children's Baseline	<u>1,530,152</u>	<u>1,534,389</u>	<u>1,591,104</u>	<u>1,591,104</u>
Total	\$16,708,238	\$16,870,269	\$18,688,596	\$18,688,596

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

4. Temporary salaries are budgeted in the amount of \$667,192 for FY 1993-94. Expenditures for temporary salaries in FY 1992-93 were \$634,192 of which \$465,532 is attributed to the YLC lawsuit. The services to be provided with temporary positions are as follows:

<u>Services</u>	<u>Hours</u>	<u>Amount</u>
(a) Administration - to provide as needed services.		
1222 Senior Payroll Personnel Clerk	257	
7334 Stationary Engineer	<u>1,476</u>	
Total	1,733	\$3,248
(b) Juvenile Hall		
-Temporary substitutes for counselors on paid leave or training,	24,615	465,532
-8320 Counselors to respond to training issues identified in YLC lawsuit, specifically to provide coverage while permanent staff receive additional training and ensure that on-call staff are properly trained.	2,500	39,025
(c) Log Cabin		
2654 Cook	480	\$7,199
7203 Buildings and Grounds Maintenance Supervisor	160	4,331
7334 Stationary Engineer	160	3,479
8321 Counselor	<u>6,640</u>	<u>111,378</u>
Total	7,440	\$126,387

Comments

1. The proposed budget includes expenditure increases in response to a lawsuit filed by the Youth Law Center which alleged the following violations: poor facility conditions, inadequate staffing, and inadequately trained staff. During fiscal year 1991-92 the Department requested and received a supplemental appropriation in the amount of \$333,392 as well as Federal funds of \$1,016,554 in order to provide repairs to the facility in response to the lawsuit. Proposed expenditure increases in 1993-94 which the Department attributes to the lawsuit are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

<u>Object</u>	<u>1992-93</u>	<u>1993-94</u>
Non-personal services	\$ 0	\$43,800
Materials and supplies	0	43,310
Equipment	2,795	26,240
Training	46,484	73,340
Training for detainees	0	25,705
	<u>\$49,279</u>	<u>\$212,395</u>

2. Mandatory fringe benefits have increased by \$1,738,562 from 1992-93 to 1993-94. The proposed budget includes new expenditures of \$1,632,247 for fringe benefits as a result of employees who are enrolled in the State Employees Retirement System (PERS). No contribution was required to PERS during fiscal year 1992-93. The rate for 1993-94 will be 20.9 percent of salaries for employees who are enrolled in PERS, resulting in new mandatory fringe benefits of \$1,667,984 for these employees, or 95.9 percent of the total increase of \$1,738,562 in fringe benefit costs.

3. The proposed budget includes personal service contracts for FY 1993-94 in the amount of \$1,378,441, as follows:

<u>Service</u>	<u>Amount</u>
<u>Probation Services Work Order</u>	
Data/work processing equipment maintenance	\$33,620
Superior Court payment for youth placed with the CYA	45,000
<u>Administration</u>	
Law Enforcement Psychological Services, Inc.	13,500
DP/WP equipment maintenance	73,040
<u>Juvenile Court</u>	
Youth Advocates	586,872
Bayview Hunter's Point Foundation	285,510
Potrero-Hill Neighborhood Association	67,376
Morrisania West, Inc.	30,216
OMI Pilgrim Community Center	30,216
West Bay Filipino Multi-Service Corp.	30,216
San Francisco Boy's and Girl's Homes	<u>182,875</u>
 Total	 \$1,378,441

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

12 Juvenile Probation/Juvenile Hall

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
120	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendations regarding individual classifications.				\$3,950,087	\$3,898,783	*
131	001	Food Service Worker Reduce the maximum salary at top step.	2604	1	1	29,148	28,397	751
131	001	Institutional Utility Worker The Department has adequately justified only one of these two new positions.	7524	2	1	47,670	23,835	23,835
31	001	Counselor, Juvenile Hall	8320	5	5	150,505	127,440	23,065
31	001	Institutional Utility Worker Reductions reflect salary savings for new positions which will not be filled for 4 pay periods.	7524	1	1	23,835	20,182	3,653
20	113	Training Reduce to 1992-93 budgeted amounts adjusted by a cost of living factor for 1993-94.				147,045	50,000	97,045
20	190	Other Non-Personal Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				59,120	15,320	43,800
20	020	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,252,251	1,235,988	16,263

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/I

Account Title

12 Juvenile Probation/Administration Juvenile Court

Page		Position/ Equipment					
<u>No.</u>	<u>Object</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
118	100 Professional Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				86,540	81,520	5,020

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/		Account Title	12 Juvenile Probation/Log Cabin					
Page			Position/ Equipment					
o.	Object		Number	From	To	From	To	Savings
22	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendation regarding individual classification.				1,037,036	1,035,997	*
35	001	Secretary I Reduce to the maximum salary at top step.	1444	1	1	32,568	31,529	1,039
22	020	Mandatory Fringe Benefits Corresponds to reduction in salaries.				321,625	321,302	323
Total Recommended Reductions								\$214,794

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 63 Law Library

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	196,396	220,715	24,319	12.4
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$196,396</u>	<u>\$220,715</u>	<u>\$24,319</u>	12.4 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$196,396	\$220,715	\$24,319	12.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures			\$0	n/a %
Supplemental Appropriations			0	n/a
Recoveries	196,396	220,715	24,319	12.4
Other Expenditures			0	n/a
Total Expenditures	\$196,396	\$220,715	\$24,319	12.4 %
Mayor's Listed Positions:				
Permanent			0.0	n/a %
Temporary	3.0	3.0	0.0	0.0
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>3.0</u>	<u>3.0</u>	<u>0.0</u>	0.0 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings		(0.10)	(0.10)	n/a
Other Adjustments			0.00	n/a
Total FTE	3.00	2.90	(0.10)	(3.33) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **63 Law Library**

Financial Data:

The Law Library's proposed \$220,715 budget for 1993-94 is \$24,319 or 12.4 percent more than the original 1992-93 budget of \$196,396. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 22,503 or 11.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Law Library Services	\$196,396	\$198,212	\$220,715	\$220,715

Comments:

1. With respect to salary savings, the Department's proposed budget includes only the Special Salary Savings of 2.43 percent that was included for all General Fund departments.

2. The Department does not request any overtime or temporary salaries for FY 1993-94.

3. The salary for the 0180 Law Librarian is increasing by \$26,977 from \$46,359, in the FY 1992-93 budget to \$73,336 in the proposed 1993-94 budget because the Law Librarian's staff hours will be increased from 25 hours per week in 1992-93 to 40 hours per week in 1993-94. The Law Librarian position is a 40 hour per week position. It was temporarily reduced to 25 hours per week in FY 1992-93 in order to reduce budgeted salary costs.

The Law Librarian reports that there are three scheduled projects for FY 1993-94 which will require full-time administrative attention as follows:

- Supervising the move of the 320,000 volume library to an undetermined location,
- Supervising the transition from a manual accounting system to a computerized accounting system,
- Supervising the transition from a nonautomated catalogue system to an automated catalogue system.

Recommendations:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 72 County Agriculture-Weights & Measures Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$464,065	\$464,065	\$0	0.0
General Fund Unallocated	287,786	262,067	(25,719)	-8.9
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$751,851	\$726,132	(\$25,719)	-3.4 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$751,851	\$726,132	(\$25,719)	-3.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$751,851	\$726,132	(\$25,719)	-3.4 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$751,851	\$726,132	(\$25,719)	-3.4 %
Mayor's Listed Positions:				
Permanent	13.0	13.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	13.0	13.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.26	0.24	(0.02)	(7.69) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.10)	(0.41)	(0.31)	310.00
Other Adjustments			0.00	n/a
Total FTE	13.16	12.83	(0.33)	(2.51) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 72 County Agriculture - Weights and Measures

Financial Data:

The County Agriculture - Weights and Measures Department's proposed \$726,132 budget for 1993-94 is \$25,719 or 3.4 percent less than the original 1992-93 budget of \$751,851. The net decrease from the revised 1992-93 budget to the Standardized budget is \$33,943 or 4.5 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Agriculture Weights and Measures				
Inspection	\$590,531	\$598,755	\$583,771	\$583,771
Farmers Market	<u>161,320</u>	<u>161,320</u>	<u>142,361</u>	<u>142,361</u>
Total	\$751,851	\$760,075	\$726,132	\$726,132

Department Expenditures

Salary Savings were increased by \$10,051 from \$3,942 to \$13,993.

Comments

The Agriculture/Weights and Measures Department advises that the increased Salary Savings will result in a six-month layoff of a Agricultural Inspector position. According to the Department this position is responsible for performing State-mandated inspections, which if not performed will result in decreased revenues. The Department notes additionally that if inspections are not performed according to State regulations, the State can hire non-City employees to perform the necessary inspections and charge the City for any costs incurred.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

72 - County Agriculture/Weights and Measures

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
5	190	Other Non-Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$31,975	\$29,283	\$2,692
5	310	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				8,000	7,675	325
6	316	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				3,000	1,735	1,265
8	190	Other Non-Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				21,535	21,038	497
8	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				3,000	1,543	1,457
9	319	Public Works - Street Cleaning Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				5,564	1,785	3,779
Total Recommended Reductions								\$10,015

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 74 Medical Examiner/Coroner

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$288,963	\$145,000	(143,963)	-49.8
General Fund Unallocated	2,990,039	2,806,560	(183,479)	-6.1
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Mayor's Listed Positions:				
Permanent	39.0	37.0	-2.0	-5.1 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	39.0	37.0	-2.0	-5.1 %
Adjustments (FTE):				
Overtime/Temporary	1.74	1.93	0.19	10.92 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(1.06)	(1.95)	(0.89)	83.96
Other Adjustments			0.00	n/a
Total FTE	39.68	36.98	(2.70)	(6.80) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **74 - Medical Examiner/Coroner**

Financial Data:

The Medical Examiner/Coroner Department's proposed \$2,951,560 budget for 1993-94 is \$327,442 or 10 percent less than the original 1992-93 budget of \$3,279,002. The net decrease from the revised 1992-93 budget to the Standardized budget is \$326,443 or 10 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Coroners Forensic Inquiry	\$954,449	\$953,450	\$897,695	\$897,695
Coroner	<u>2,324,553</u>	<u>2,324,553</u>	<u>2,053,865</u>	<u>2,053,865</u>
Total	<u>\$3,279,002</u>	<u>\$3,278,003</u>	<u>\$2,951,560</u>	<u>\$2,951,560</u>

Department Revenues

The Medical Examiner/Coroner's projected revenues of \$145,000 for FY 1993-94 represent a decrease of \$143,963 or 49.8 percent from the FY 1992-93 projected revenues of \$288,963. The decrease is due to the deletion of Court Fine revenues. These revenues, which consist of drunk driving fines, are now credited directly to the Municipal Court and the Adult Probation Department.

Department Expenditures

The Medical Examiner/Coroner's Permanent Salaries have been reduced by \$176,772 with a corresponding reduction in Mandatory Fringe Benefits of \$88,830, for a total reduction of \$265,602. This reduction reflects (1) the elimination of two positions, a 2458 Forensic Toxicologist position (layoff) and a 1440 Medical Transcriber position (vacant), (2) the partial defunding of a 2581 Administrative Coroner position (funding for six months) and (3) increased Salary Savings. The Coroner Administration's Other Non-Personal expenditures have been reduced by \$59,999 or 39.8 percent.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **74 Medical Examiner/Coroner**

Comments

The Coroner reports that the elimination of the Forensic Toxicologist and the Medical Transcriber along with the partial defunding of the Administrative Coroner and the increased Salary Savings allows for no flexibility in the Department's operations and will result in reduced services to the public. Specifically, the Department advises that (1) the reduced funding for the Administrative Coroner will result in the Department's business office providing reduced services to the public, including delays in the review and finalizing of death certificates and, (2) although the Department, by combining work and shifting management responsibility to the Department Head, will be able to operate at an acceptable level with the elimination of the Forensic Toxicologist, there will be no flexibility for coverage and testing during illness, vacation or compensatory time off. According to the Department, the increased Salary Savings could result in the reduction of one Forensic Pathologist position to half-time. Should such a reduction become necessary, the Department advises that it would impair the Department's ability to complete autopsy cases in a timely manner.

As noted above, the Coroner advises that while the loss of the Forensic Toxicologist will limit the Department's flexibility with regard to implementing the duties associated with this position, the Department will be able to continue to operate at an acceptable level. It should be noted however, that this position also provides professional services, including expert consultation and testimony, to the District Attorney, Public Defender and Fire Department. All of these departments have stated that the loss of the Forensic Toxicologist position will have a negative impact on their operations and could result in additional costs instead of savings if they have to contract for the services normally provided by this position.

The issue has been raised that it would be more cost effective and beneficial to the ongoing operations of the Medical Examiner/Coroner to eliminate one or two of the five 2582 Forensic Pathologist position, which are paid approximately \$130,000 annually instead of eliminating the Forensic Toxicologist position which costs approximately \$85,000 annually. The Coroner advises that the Department is certified by the National Association of Medical Examiners and that the Forensic Pathologist staffing level is based on the national guidelines set by the Association. The Coroner states additionally that all five Forensic Pathologist positions are needed in order for the Department to conduct autopsies in an efficient and timely manner.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

74 Medical Examiner/Coroner

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
305	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$12,128	\$10,128	\$2,000
305	310	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				8,000	4,468	3,532
305	316	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				3,500	2,059	1,441
307	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				48,000	22,901	25,099
309	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				70,383	68,255	2,128
311	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				22,500	20,500	2,000
312	300	Police Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				15,730	9,810	5,920
312	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				2,750	2,502	248

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

74 Medical Examiner/Coroner

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	

Total Recommended Reductions

\$42,368

BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY

Department/Division: 76 Animal Care and Control			Budget Detail:	Page
			Budget Summary:	320
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,946,025	1,765,069	(180,956)	-9.3
Other Departmental Revenue	30,333	31,878	1,545	5.1
Subtotal, Mayor's Budget	<u>\$1,976,358</u>	<u>\$1,796,947</u>	<u>(\$179,411)</u>	<u>-9.1 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		500	500	n/a
Other Revenues			0	n/a
Total Revenues	\$1,976,358	\$1,797,447	(\$178,911)	-9.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,976,358	\$1,796,947	(\$179,411)	-9.1 %
Supplemental Appropriations			0	n/a
Recoveries		500	500	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,976,358	\$1,797,447	(\$178,911)	-9.1 %
Mayor's Listed Positions:				
Permanent	40.0	38.0	-2.0	-5.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>40.0</u>	<u>38.0</u>	<u>-2.0</u>	<u>-5.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.70	0.58	(0.12)	(17.14) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(2.36)	(3.53)	(1.17)	49.58
Other Adjustments			0.00	n/a
Total FTE	38.34	35.05	(3.29)	(8.58) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **76 Animal Care and Control**

Financial Data:

The Animal Care and Control Department's proposed \$1,796,947 budget for 1993-94 is \$179,411 or 9.1 percent less than the original 1992-93 budget of \$1,976,358. The net decrease from the revised 1992-93 budget to the Standardized budget is \$336,476 or 15.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Animal Care and Control	<u>\$1,976,358</u>	<u>\$2,133,423</u>	<u>\$1,796,947</u>	<u>\$1,796,947</u>
Total	<u>\$1,976,358</u>	<u>\$2,133,423</u>	<u>\$1,796,947</u>	<u>\$1,796,947</u>

Department Expenditures

The Animal Care and Control Department's Permanent Salaries have been reduced by \$63,590 with a corresponding reduction in Mandatory fringe Benefits of \$17,780, for a total reduction of \$81,370. This reduction reflects the elimination of two positions, a 1434 Shelter Service Representative position (vacant) and a 3370 Animal Care Attendant position (vacant) and a Salary Savings increase of \$31,883 from \$70,733 to \$102,616. Public Pound expenditures for Other Non-Personal has been reduced by \$49,300 or 39 percent from \$126,300 to \$77,000. Public Pound expenditures for Materials and Supplies has been reduced by \$17,500 or 13.8 percent from \$126,500 to \$109,000.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **76 Animal Care and Control**

Comments

The Animal Care and Control Department reports that the elimination of the two positions noted above and the increased Salary Savings, which will result in staff layoffs, will have a negative impact on the Department's provision of services. While the Department has not made a final decision on what services will be impacted, the following service reductions are being considered:

Field Services

- No dead animals will be picked up
- Cruelty complaints will not be investigated
- Strays will no longer be picked up
- Only sick or injured animals or animal rescues will be accommodated
- Response time on calls will increase

Shelter Services

- Closing the shelter to all but emergency impounds one or two days per week
- Curtailing the number of hours per day the shelter is open

The Department also advises that effective May 1, 1993 the Department cut back on the hours the shelter is open from 12 noon to 6:00 PM instead of 11:00 AM to 6:00 PM. Additionally, requests to pick up healthy stray animals from people's homes will be accommodated between 8:00 AM and 5:00 PM only, routine patrols in parks will no longer occur and investigations of businesses engaged in the sale of animals for human consumption will no longer be made.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

Animal Care and Control

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
321	010	Overtime Reduce to actual 1992-93 expenditure level.				\$26,500	\$16,535	\$9,965
321	100	Professional Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				40,500	21,803	18,697
321	190	Other Non-Personnel Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				77,000	64,913	12,087
321	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				109,000	79,685	29,315
322	309	Electricity Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				5,300	462	4,838
322	310	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				25,070	18,034	7,036
322	313	Civil Service - Management Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				765	572	193
322	316	Central Shops Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				14,000	6,352	7,648

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

Animal Care and Control

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
22	318	Building Repair Cost not adequately justified by the Department.				\$11,000	0	\$11,000
22	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				4,000	33	3,967
22	351	City Mail Service Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				4,458	1,747	2,711
23	318	Building Repair Cost not adequately justified by the Department.				8,400	0	<u>8,400</u>
Total Recommended Reductions								\$115,857

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 79 Public Administrator/Guardian

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,170,490	\$1,240,490	\$70,000	6.0
General Fund Unallocated	766,322	730,523	(35,799)	-4.7
Other Departmental Revenue	314,818	314,818	0	0.0
Subtotal, Mayor's Budget	\$2,251,630	\$2,285,831	\$34,201	1.5 %
Adjustments:				
Supplemental Appropriations	\$131,240		(\$131,240)	-100.0 %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$2,382,870	\$2,285,831	(\$97,039)	-4.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$2,251,630	\$2,285,831	\$34,201	1.5 %
Supplemental Appropriations	131,240		(131,240)	-100.0
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$2,382,870	\$2,285,831	(\$97,039)	-4.1 %
Mayor's Listed Positions:				
Permanent	39.0	40.0	1.0	2.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	39.0	40.0	1.0	2.6 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(2.10)	(2.20)	(0.10)	4.76
Other Adjustments			0.00	n/a
Total FTE	36.90	37.80	0.90	2.44 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **79 Public Administrator - Guardian**

Financial Data:

The Public Administrator-Guardian Department's proposed \$2,285,831 budget for 1993-94 is \$34,201 or 1.5 percent more than the original 1992-93 budget of \$2,251,630. The net increase from the revised 1992-93 budget to the Standardized budget is \$10,018 or 0.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Public Administration	\$2,158,685	\$2,180,514	\$2,072,648	\$2,072,648
Day Laborers' Program	92,945	95,299	0	0
County Veteran Service Office	<u>0</u>	<u>0</u>	<u>213,183</u>	<u>213,183</u>
Total	\$2,251,630	\$2,275,813	\$2,285,831	\$2,285,831

Department Expenditures

The Public Administrator/Guardian's Permanent Salaries have been reduced by \$101,596 with a corresponding reduction in Mandatory Fringe Benefits of \$47,033, for a total reduction of \$148,629. This reduction reflects (1) four 2905 Senior Eligibility Worker positions and six 4230 Estate Investigator positions being budgeted at lower salary steps, (2) the elimination of two positions, a 9732 staff Aid II (layoff) and a 9734 Staff Assistant I (layoff) in connection with the elimination of the Public Administrator/Guardian's Day Laborers' Program and (3) increased Salary Savings.

The Public Administrator/Guardian's Other Non-Personal expenses and Materials and Supplies expenditures have also been reduced by \$19,460 and \$4,560 respectively, for a total of \$24,020 as a result of the elimination of the Day Laborers' Program.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **79 Public Administration/Guardian**

Comments:

The Public Administrator/Guardian advises that in order to meet the budgeted level of Salary Savings, an Accountant position will not be filled when the incumbent retires in late September. Additionally, while the current caseload in the FRAIL Program (a representative-payee program for seniors) will continue to be served, as these cases are closed, due to client deaths, fewer new cases will be accepted by the Department in order to reduce the caseload by approximately 100.

Notwithstanding the budget reductions noted above, the Public Administrator/ Guardian's total proposed 1993-94 budget reflects a net increase of one position due to the addition of the County Veterans Service Office (CVSO). This program has an annual cost of \$213,183. The Board of Supervisors approved a Supplemental Appropriation Ordinance in the amount of \$131,240 to pay for the CVSO, which became operational February 11, 1993. The CVSO assists veterans in obtaining Federal entitlements and provides veterans with outreach and referral services.

The Mayor's Office is proposing that the Day Laborers' Program, which has been eliminated from the Public Administrator/Guardian budget, be transferred to the Mayor's Office of Community Development. The Mayor's proposed budget for 1993-94 includes \$6,871 in Temporary Salaries and \$68,618 for other Non-Personal services, for a total of \$75,489 for the Day Laborers' Program. The costs of this program in 1992-93 in the Public Administrator/Guardian budget was \$92,945. The Mayor's Office is proposing to use Temporary Salaries to retain the two existing program staff for one month, and then subsequently to contract out these services for the remaining eleven months.

The Day Laborers' Program was established to assist day workers with job placement, adequate compensation and fair treatment. Specifically, the program is aimed at (1) setting up and organizing a system for job distribution, (2) developing a list of employers and employment resources, (3) utilizing media outreach and public relations and (4) providing information regarding social services, job and language training and other benefits to laborers, including information regarding legal rights in the workplace and immigration law.

Notwithstanding the elimination of the two staff positions assigned to the Day Laborers' Program the Public Administrator/Guardian's total position count, as noted above, has increased by one position due to the three positions added for the County Veterans Service Office.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

Public Administrator Guardian

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
332	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$7,000	\$6,442	\$558
332	303	Real Estate Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				1,550	874	676
332	310	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				5,000	1,646	3,354
332	313	Civil Service - Management Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				510	258	252
Total Recommended Reductions								\$4,840

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
1

Department/Division: 04 District Attorney

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$2,893,078	\$10,044,945	\$7,151,867	247.2
General Fund Unallocated	15,519,154	13,930,435	(1,588,719)	-10.2
Other Departmental Revenue	6,745,727	0	(6,745,727)	-100.0
Subtotal, Mayor's Budget	\$25,157,959	\$23,975,380	(\$1,182,579)	-4.7 %
Adjustments:				
Supplemental Appropriations	\$791,880		(\$791,880)	-100.0 %
Recoveries			0	n/a
Other Revenues		1,080,147	1,080,147	n/a
Total Revenues	\$25,949,839	\$25,055,527	(\$894,312)	-3.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$25,157,959	\$23,975,380	(\$1,182,579)	-4.7 %
Supplemental Appropriations	791,880		(791,880)	-100.0
Recoveries			0	n/a
Other Expenditures		1,080,147	1,080,147	n/a
Total Expenditures	\$25,949,839	\$25,055,527	(\$894,312)	-3.4 %
Mayor's Listed Positions:				
Permanent	328.0	343.0	15.0	4.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	328.0	343.0	15.0	4.6 %
Adjustments (FTE):				
Overtime/Temporary	0.00	1.13	1.13	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(21.69)	(37.99)	(16.30)	75.15
Other Adjustments	(4.28)	(1.72)	2.56	(59.81)
Total FTE	302.03	304.42	2.39	0.79 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

Financial Data:

The District Attorney's proposed \$23,975,380 budget for 1993-94 is \$1,182,579 or 4.7 percent less than the original 1992-93 budget of \$25,157,959. The net decrease from the revised 1992-93 budget to the Standardized budget is \$101,528 or 0.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Project Expenditures	\$1,097,484	\$1,115,436	\$1,120,532	\$1,120,532
Criminal and Civil Prosecution	13,142,319	13,044,171	12,816,297	12,816,297
Worker's Compensation	104,051	104,051	104,051	104,051
Administration	477,413	479,834	418,890	418,890
Family Support	<u>10,336,692</u>	<u>10,413,563</u>	<u>9,515,610</u>	<u>9,515,610</u>
Subtotal	\$25,157,959	\$25,157,055	\$23,975,380	\$23,975,380
<u>Grant Fund</u>				
Criminal & Civil Prosecution			<u>1,080,147</u>	<u>1,080,147</u>
Subtotal	\$25,157,959	\$25,157,055	\$25,055,527	\$25,055,527
<u>Work Order Fund (Prosecution)</u>				
Commission on the Status of Women	0	215,419	0	0
District Attorney	835,574	1,609,805	1,426,905	1,426,905
Work Order Recovery	<u>(835,574)</u>	<u>(1,825,224)</u>	<u>(1,426,905)</u>	<u>(1,426,905)</u>
TOTAL	<u>\$25,157,959</u>	<u>\$25,157,055</u>	<u>\$25,055,527</u>	<u>\$25,055,527</u>

Department Expenditures

1. New Expenditures

The proposed budget includes an increase of \$64,911 for temporary salaries. This amount was transferred from permanent salaries to pay salary costs for grant-funded positions pending resolution of the State budget process.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

The budget for Other Non-Personal Services has increased by \$49,501 from \$409,316 to \$458,817. According to the District Attorney's office, this increase reflects lease-purchase payments as well as maintenance costs for a voice mail/digital dictation system. Since the proposed expenditure does not appear in the department's equipment detail for lease purchases, the Budget Analyst has recommended deletion of this expenditure pending further justification from the department.

The District Attorney's proposed budget for Police services has increased by \$27,190 from \$148,823 to \$176,013 to reflect the District Attorney's share of the maintenance and operation costs of the Court Management System, the automated system at the Hall of Justice. The increase represents system conversion costs resulting from the Police Department's transition to another system.

2. Deleted Positions

A net total of 6 positions have been deleted from the District Attorney's 1993-94 budget, all in the Family Support Bureau, as follows:

<u>Classification</u>	<u>Number</u>	<u>Amount</u>
0620 Court Commissioner-Sup. Ct.	1	84,721
0710 Court Reporter-Sup. Ct.	1	59,280
1650 Accountant	1	36,905
8113 Court Clerk	2	100,503
8306 Senior Deputy Sheriff	<u>1</u>	<u>76,251</u>
Total	6	\$357,660

Six positions are proposed to be added to the Special Investigations Unit, as discussed below, resulting in no net change in the District Attorney's General Fund position count. However, 15 grant funded positions are included in the District Attorney's budget for the first time, with annual salaries totalling \$765,387. The salaries, fringe benefits, and other related costs of these 15 positions are fully funded from the grant revenues.

3. Expansion of Welfare Fraud Investigations

The District Attorney's proposed budget includes an increase of \$591,331 from \$835,574 to \$1,426,905, for the District Attorney's Special Investigations Unit (SIU), which conducts welfare fraud investigations under work order from the Department of Social Services. The State Department of Social Services administers State and Federal funds which reimburse 92.5 percent of the authorized expenditures of this program.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

The amounts which were budgeted in 1992-93 for the Special Investigations Unit (SIU) and which are included in the District Attorney's proposed budget for 1993-94 for this program are as follows:

Personnel	Max Salary	Current (1992-93)		Proposed (1993-94)		Increase
		FTE	Total	FTE	Total	
<u>Investigation</u>						
8147 Sr. Investigator	\$57,394	1	\$57,394	2	\$114,788	\$57,394
8146 Investigator	52,800	8	329,327	11	580,800	251,473
8150 Principal Investigator	77,256	1	77,256	1	77,256	0
8132 Assistant Investigator	41,447	0	0	1	35,055	35,055
<u>Prosecution</u>						
1426 Senior Clerk Typist	33,069	1	33,069	1	33,069	--
1458 Legal Secretary	42,856	1	42,856	1	42,856	--
8178 Senior Attorney	80,727	2	161,455	2	161,455	--
8180 Principal Attorney	98,136	<u>0</u>	<u>0</u>	<u>1</u>	<u>98,136</u>	<u>98,136</u>
Total Salaries			\$701,357		\$1,143,415	\$442,058
Fringe benefits.			157,058		226,096	69,038
Salary savings			<u>(44,041)</u>		<u>(79,206)</u>	<u>(35,165)</u>
Total Personnel		14	\$814,374	20	\$1,290,305	\$475,931
<u>Operating Expenses</u>						
Non Personal Services			13,842		16,242	2,400
Materials, Supplies, Xerox rental			7,358		13,858	6,500
5 Automobiles @ \$17,000 ea.			0		85,000	85,000
5 Vehicle radios @ \$2,000 ea.			0		10,000	10,000
Personal Computer			0		2,500	2,500
Vehicle Maintenance, fuel			<u>0</u>		<u>9,000</u>	<u>9,000</u>
Totals			\$835,574		\$1,426,905	\$591,331

Although the Mayor's proposed budget includes \$1,426,905 for this program in 1993-94, the San Francisco Department of Social Services was informed on June 14, 1993 that the State has approved expenditures of only \$1,022,582 for this program in 1993-94, or \$404,323 less than the budgeted amount. Therefore, the Budget Analyst recommends that the Mayor's proposed 1993-94 budget for the SIU be reduced by \$404,323 from \$1,426,905 to \$1,022,582, since the State Department of Social Services has authorized only \$1,022,582 in reimbursable SIU expenditures in 1993-94.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

4. Weekend Rebooking Services/Jail Overcrowding

In January, 1993, the Board of Supervisors approved a \$438,000 supplemental appropriation ordinance for the District Attorney to provide additional funds for salaries in the Prosecution Division. These funds were used to provide weekend re-booking services to relieve jail overcrowding. No additional positions were added in 1992-93 as a result of the supplemental appropriation; rather, the supplemental appropriation was used to offset 1992-93 salary savings so that salaries for the week-end rebooking services could be funded. The total estimated cost of re-booking services was \$471,335; however, only \$438,000 was appropriated in 1992-93 due to the availability of other funds in the District Attorney's 1992-93 budget.

The Mayor's Budget includes salary and fringe benefit amounts of \$146,483 for the weekend rebooking program. Since the estimated cost of these services in 1993-94 will be \$471,335, the District Attorney has requested that the Mayor submit a clerical error for an additional \$324,852 in order to fully fund this activity.

5. Family Support Bureau

The Mayor's Budget includes a reduction of \$294,520 in salaries and fringe benefits for the Family Support Bureau. Based on concerns of the District Attorney that State and federal subventions would be reduced, the Mayor is submitting a clerical error to restore this funding.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

04 District Attorney

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Prosecution Division</u>								
7	190	Other Non-Personal Services The Department has not adequately justified this expenditure.				458,817	409,316	49,501
8	300	Police Reduce funding for the Court Management System to actual 1992- 93 expenditure level adjusted by a cost of living factor for 1993-94.				176,013	102,925	73,088
8	389	Misc. Departments Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				35,465	24,527	10,938

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

04 District Attorney

ge	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
Special Investigation Unit (SIU)								
4	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,064,209	786,035	*
0	001	Salary Savings Reduce funding for new positions based on disapproval of the proposed expenditures by the State Department of Social Services, which had been expected to provide funds for the new expenditures.	9993			(79,206)	(357,380)	278,174
4	020	Mandatory Fringe Benefits Corresponds to increase in salary savings, reflecting lack of sufficient State funds for proposed new positions.				226,096	178,790	47,306
4	220	Equipment Purchase Reduce funding for equipment based on disapproval of the proposed expenditures by the State Department of Social Services, which had been expected to provide funds for the new expenditures.				97,500	18,657	78,843
Subtotal - SIU:								\$404,323

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

04 District Attorney

Page			Position/ Equipment					
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Family Support Bureau</u>								
22	113	Training				5,460	3,820	1,640
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
23	303	Real Estate				7,500	2,280	5,220
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
23	313	Civil Service Management Training				1,360	556	804
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
23	351	City Mail Services				199,628	189,074	10,554
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
Total Recommended Reductions								\$556,068

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 05 Public Defender

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$25,000	\$25,000	\$0	0.0
General Fund Unallocated	8,726,232	9,015,777	289,545	3.3
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$8,751,232</u>	<u>\$9,040,777</u>	<u>\$289,545</u>	<u>3.3 %</u>
Adjustments:				
Supplemental Appropriations	\$220,000		(\$220,000)	-100.0 %
Recoveries	442,417		(442,417)	-100.0
Other Revenues			0	n/a
Total Revenues	<u>\$9,413,649</u>	<u>\$9,040,777</u>	<u>(\$372,872)</u>	<u>-4.0 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$8,751,232	\$9,040,777	\$289,545	3.3 %
Supplemental Appropriations	220,000		(220,000)	-100.0
Recoveries	442,417		(442,417)	-100.0
Other Expenditures			0	n/a
Total Expenditures	<u>\$9,413,649</u>	<u>\$9,040,777</u>	<u>(\$372,872)</u>	<u>-4.0 %</u>
Mayor's Listed Positions:				
Permanent	99.0	106.0	7.0	7.1 %
Temporary			0.0	n/a
Work Order	6.0		-6.0	-100.0
Subtotal, Mayor's Budget	<u>105.0</u>	<u>106.0</u>	<u>1.0</u>	<u>1.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(7.53)	(7.67)	(0.14)	1.86
Other Adjustments	<u>(0.80)</u>	<u></u>	<u>0.80</u>	<u>(100.00)</u>
Total FTE	<u>96.67</u>	<u>98.33</u>	<u>1.66</u>	<u>1.72 %</u>

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **05 Public Defender**

Financial Data:

The Public Defender's proposed \$9,040,777 budget for 1993-94 is \$289,545 or 3.3 percent more than the original 1992-93 budget of \$8,751,232. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 109,622 or 1.2 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Criminal and Special Defense	\$8,724,480	\$8,904,403	\$9,014,025	\$9,014,025
Workers Compensation	<u>26,752</u>	<u>26,752</u>	<u>26,752</u>	<u>26,752</u>
Total	\$8,751,232	\$8,931,155	\$9,040,777	\$9,040,777

Department Expenditures

The Public Defender reports that the proposed salary savings of 7.7 percent will require the Department to lay off attorneys. Should layoffs occur, the courts are required to appoint private counsel at a cost which is higher than that of Public Defender representation.

The number of positions increased from 105 in 1992-93 to 106 in the proposed 1993-94 budget. The budget includes the addition of 1 new 8446 Court Alternative Specialist at a net increase in salary costs of \$22,810.

The only other personnel changes in the proposed 1993-94 budget concern the following 6 positions which were funded in 1992-93 under work-order from the Superior Court, but which will now be funded through direct appropriation in the Public Defender's budget:

<u>Position</u>	<u>Number</u>	<u>Amount</u>
2940 Child Welfare Worker	1.0	\$53,584
8174 Attorney	3.0	163,941
8176 Trial Attorney	1.0	64,885
8178 Senior Attorney	<u>1.0</u>	<u>76,883</u>
Total	6.0	\$359,293

The addition of these positions to the Public Defender's budget results in increased General Fund salary costs of \$359,293 and mandatory fringe benefit costs of approximately \$72,522 for a total increase in cost of \$431,815 in the Public Defender's budget, since these positions will no longer be funded by a work order from the Superior Court. The Superior Court currently funds these positions with General Fund monies. However, we are recommending that in 1993-94 the funding for the work order be deleted from the Superior Court budget in the amount of \$423,744 because these positions will be fully funded in the Public Defender's budget.

BOARD OF SUPERVISORS — BUDGET ANALYST

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

05 Public Defender

Page	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
3	001	Permanent Salaries * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$6,515,987	\$6,493,177	*
4	001	Court Alternative Spec. The Department has not provided sufficient justification for a new position, particularly when the Public Defender states that layoffs of existing positions in his own Department will occur, let alone the numerous City-wide layoffs that are occurring.	8446	2	1	86,130	63,320	\$22,810
8	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,315,233	1,309,531	5,702
39	310	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				12,255	7,699	4,556
39	332	Juvenile Court Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				17,991	12,442	5,549
39	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				4,780	2,999	1,781
Total Recommended Reductions								\$40,398

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 06 Sheriff

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,497,865	\$1,497,865	\$0	0.0
General Fund Unallocated	40,374,981	52,032,813	11,657,832	28.9
Other Departmental Revenue	42,000	42,000	0	0.0
Subtotal, Mayor's Budget	<u>\$41,914,846</u>	<u>\$53,572,678</u>	<u>\$11,657,832</u>	<u>27.8 %</u>
Adjustments:				
Supplemental Appropriations	\$6,233,055		(\$6,233,055)	-100.0 %
Recoveries		32,000	32,000	n/a
Other Revenues		346,022	346,022	n/a
Total Revenues	\$48,147,901	\$53,950,700	\$5,802,799	12.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$41,914,846	\$53,572,678	\$11,657,832	27.8 %
Supplemental Appropriations	6,233,055		(6,233,055)	-100.0
Recoveries		32,000	32,000	n/a
Other Expenditures		346,022	346,022	n/a
Total Expenditures	\$48,147,901	\$53,950,700	\$5,802,799	12.1 %
Mayor's Listed Positions:				
Permanent	540.0	585.0	45.0	8.3 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>540.0</u>	<u>585.0</u>	<u>45.0</u>	<u>8.3 %</u>
Adjustments (FTE):				
Overtime/Temporary	12.44	16.89	4.45	35.77 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(7.94)	(36.28)	(28.34)	356.93
Other Adjustments	(4.31)		4.31	(100.00)
Total FTE	540.19	565.61	25.42	4.71 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **06 Sheriff**

Financial Data:

The Sheriffs proposed \$53,572,678 budget for 1993-94 is \$11,657,832 or 27.8 percent more than the original 1992-93 budget of \$41,914,846. The net increase from the revised 1992-93 budget to the Standardized budget is \$11,749,487 or 27.9 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
San Bruno Project - Besk Case	\$375,902	\$375,902	\$1,871,025	\$1,871,025
Prisoner Custody	33,871,250	34,302,743	42,387,284	42,387,284
Court Security and Process Service	5,057,467	5,086,867	6,254,985	6,254,985
Administration	1,996,376	1,795,243	2,518,098	2,518,098
Worker's Compensation	571,851	571,851	499,286	499,286
AB 1109 Vehicle Repair and Maint.	<u>42,000</u>	<u>36,607</u>	<u>42,000</u>	<u>42,000</u>
Subtotal	\$41,914,846	\$42,169,213	\$53,572,678	\$53,572,678
Grant Fund	<u>0</u>	<u>0</u>	<u>346,022</u>	<u>346,022</u>
Total	<u>\$41,914,846</u>	<u>\$42,169,213</u>	<u>\$53,918,700</u>	<u>\$53,918,700</u>

Department Expenditures

As a requirement of the Besk case settlement, the Sheriff is required to (a) increase staff at San Bruno Jail No. 3, b) purchase recreational materials and c) repair various jail facilities. Ongoing costs of the Besk case settlement increase the Sheriff's 1993-94 budget request by approximately \$1.5 million to pay for 30 new staff positions that were added by supplemental appropriation in April, 1993.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **06 Sheriff**

To alleviate overcrowding at the Hall of Justice Jail No. 1 in order to avoid fines assessed by the Federal Court for such overcrowding, the Sheriff is renting beds at the Alameda County Jail and at privately operated facilities. The added burden on transportation of prisoners between these facilities and the Jails required a supplemental appropriation in December, 1992 to add 24 new positions for transportation and security during transport which adds a cost of approximately \$1.0 million to the Sheriff's budget on an annual basis.

The two supplemental appropriations noted above added a total of 54 positions to the Sheriff's Office. Including a grant in the 1993-94 budget adds two more positions for a total of 56 positions. The Mayor has deleted 11 positions from the Sheriff's budget. The net effect of these changes is an increase of 45 positions.

Another major contributor to the increase in the Sheriff's requested budget for 1993-94 is an increase in the State Public Employees Retirement System (PERS) rate. All Sheriff's Deputies are members of the PERS State Retirement System. For the last few years the Sheriff has not had to make any contributions to the PERS because PERS had accumulated a surplus and as a result of the surplus, did not require contributions from members. The increase in Mandatory Fringe Benefits for 1993-94 is approximately \$5.2 million of which approximately \$4.9 million is attributable to the PERS rate increase.

Overtime and Materials and Supplies were underfunded in 1992-93 which required supplemental appropriations in order to provide basic levels of security at the jails and food and clothing for the prisoners. The 1993-94 budget for Overtime is up by approximately \$500,000 and Material and Supplies is up approximately \$1.0 million. Miscellaneous other items account for the other approximately \$2.5 million in increases.

Comments

The City is operating under a Consent Decree regarding overcrowding of prisoners at the Hall of Justice Jail No. 1. Under the Consent Decree, the Federal Court may impose fines on the City when overcrowding occurs or when the number of Deputy Sheriff guards at Jail No. 1 fall below a certain level. Fines collected by the Federal Court are deposited in a trust fund. The Federal Court allows the City to use some of the monies in the trust fund to alleviate the overcrowding situation.

The City also recently settled in the William Besk case regarding safety, overcrowding and other living conditions at the San Bruno Jail No. 3. The Besk case settlement requires the City to add more security guard positions to the Jail No. 3 staff, as well as enhance the recreational program for prisoners at Jail No. 3.

The Sheriff has also received two major supplemental appropriations for materials and supplies (\$750,000) and for overtime (\$690,864) to augment the 1992-93 budget in order to partially alleviate the conditions at the jails that lead to the Consent Decree action and the Besk case.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

06 Sheriff

Page			Position/ Equipment						
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>	
<u>County Jails (306589)</u>									
51	190	Other Non-Personnel				\$8,984,305	\$7,424,040	\$1,560,265	
		The 1992-93 original budget for Other Services (included in this account) is \$4,724,920 plus a supplemental appropriation of \$3,168,437 for a total revised budget of \$7,893,357 for rental of jail beds. Actual expenditures through April, 1993 when projected for a full year equal \$6,309,184. The difference between this actual usage rate and the revised budget is approximately \$1,500,000. Therefore reduce this account by \$1,500,000. Also reduce by an additional \$60,265 for Fixed Charges based on actual 1992-93 expenditure level adjusted by a cost-of-living factor. The total recommended reduction is \$1,560,265 (\$1,500,000 plus \$60,265).							

52	310	Central Shop		65,609	48,800	16,809
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				

Administration (306605)

60	190	Other Non-Personal Services	90,500	40,326	50,174
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			

Total Recommended Reductions

\$1,627,248

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 13 Adult Probation

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$467,611	\$467,611	\$0	0.0
General Fund Unallocated	6,087,101	6,955,327	868,226	14.3
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$6,554,712	\$7,422,938	\$868,226	13.2 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		262,794	262,794	n/a
Total Revenues	\$6,554,712	\$7,685,732	\$1,131,020	17.3 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,554,712	\$7,422,938	\$868,226	13.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures		262,794	262,794	n/a
Total Expenditures	\$6,554,712	\$7,685,732	\$1,131,020	17.3 %
Mayor's Listed Positions:				
Permanent	124.0	127.0	3.0	2.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	124.0	127.0	3.0	2.4 %
Adjustments (FTE):				
Overtime/Temporary	0.62	1.67	1.05	169.35 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(5.50)	(9.91)	(4.41)	80.18
Other Adjustments			0.00	n/a
Total FTE	119.12	118.76	(0.36)	(0.30) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **13 Adult Probation**

Financial Data:

The Adult Probation Department's proposed \$ 7,422,938 budget for 1993-94 is \$868,226 or 13.2 percent more than the original 1992-93 budget of \$ 6,554,712. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 1,150,572 or 17.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Adult Investigation	\$1,718,901	\$1,718,901	\$1,975,364	\$1,975,364
Adult Probation Supervision	3,332,436	3,308,648	4,003,087	4,003,087
Administration	1,503,375	1,507,611	1,707,281	1,707,281
Subtotal	\$6,554,712	\$6,535,160	\$7,422,938	\$7,422,938
Grant Fund			262,794	262,794
Total	<u>\$6,554,712</u>	<u>\$6,535,160</u>	<u>\$7,685,732</u>	<u>\$7,685,732</u>

Department Expenditures

There is no net change in the number of General Fund positions as a result of the following additions and deletions. However, these changes result in a net increase of \$122,075 in the 1993-94 Budget. Grant-funded positions result in a net increase of 3 positions (see comment below).

Added Positions

<u>Classification</u>	<u>Number</u>	<u>Amount</u>
8434 Supervising Adult Prob. Officer	1	\$56,487
8440 Probation Officer	1	46,098
8442 Senior Probation Officer	2	101,945
8434 Supervising Adult Prob. Officer	1	61,949
8440 Probation Officer	1	133,959
8442 Senior Probation Officer	2	160,058
8446 Court Alternative Specialist	1	45,972
8442 Senior Probation Officer	1	51,025
8446 Court Alternative Specialist	1	42,065

Total	11	\$699,558
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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division: **13 Adult Probation**

Deleted Positions

8434 Supervising Adult Prob. Officer	1	\$61,950	
8440 Probation Officer	1	31,016	
8442 Senior Probation Officer	3	196,403	
8434 Supervising Adult Prob. Officer	1	56,488	
8440 Probation Officer	1	46,452	
8442 Senior Probation Officer	2	102,482	
8446 Court Alternative Specialist	<u>2</u>	<u>82,692</u>	
Total	11		<u>\$577,483</u>
Net Change			\$122,075

Reclassifications

The Department has proposed the upward reclassification of an 8446 Court Alternative Specialist to an 8440 Probation Officer, resulting in increased salary costs of \$4,210.

<u>Position</u>	<u>Number</u>	<u>Amount</u>
8440 Probation Officer	1	\$46,275
8446 Court Alternative Specialist	<u>(1)</u>	<u>(42,065)</u>
	0	\$4,210

The Department has proposed the upward reclassification of a 1844 Senior Management Assistant to an 8434 Supervising Adult Probation Officer, resulting in increased salary costs of \$4,300.

<u>Position</u>	<u>Number</u>	<u>Amount</u>
8434 Supervising Adult Probation Officer	1	\$56,045
1844 Senior Management Assistant	<u>(1)</u>	<u>(51,745)</u>
	0	4,300

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division: **13 Adult Probation**

Comments:

1. Mandatory Fringe Benefits have increased by \$685,134 from FY 1992-93 to FY 1993-94. No contribution was required to the State Employees Retirement System (PERS) during fiscal year 1992-93. The rate for fiscal year 1993-94 was 20.9% of salaries or an increased cost of \$820,873. Salary savings reduced the impact of the increase, yielding the net increase of \$685,134.

2. The department has included 3 grant funded positions with annual salaries totaling \$135,121. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues. The addition of these positions results in an increase in the number of permanent positions from 124 in FY 1992 - 93 to 127 in FY 1993 - 94.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

13 Adult Probation/Pre-Sentencing Investigation

Object	Account Title	Position/ Equipment	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
5 001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,436,529	1,397,143	*
2 001	Supervising Adult Probation Officer	8434	3	3	169,461	168,815	646
2 001	Probation Officer	8440	13	13	633,888	601,579	32,309
2 001	Senior Probation Officer Budgeted salaries exceed maximum annual salary at the top step.	8442	13	13	683,335	676,904	6,431
45 060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				367,306	357,235	10,071

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

13 Adult Probation/Administration

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
148	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,098,237	1,092,165	*
154	001	Principal Clerk	1408	2	2	82,415	79,762	2,653
154	001	Senior Clerk Typist	1426	2	2	66,391	66,137	254
154	001	Senior Transcriber Typist	1432	1	1	38,856	36,566	2,290
154	001	Secretary I	1444	1	1	31,650	31,529	121
154	001	Senior Account Clerk	1632	1	1	36,025	35,888	137
154	001	Telephone Operator	1706	1	1	30,627	30,511	116
154	001	Legal Process Clerk	8106	1	1	31,650	31,529	121
154	001	Chief Adult Probation Officer Budgeted salaries exceed maximum annual salary at the top step.	8436	1	1	99,534	99,154	380
148	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				270,102	268,609	1,493

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

13 Adult Probation/Supervision

Object	Account Title	Position/ Equipment	From	To	From	To	Savings
		Number					
1 001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				2,812,932	2,705,587	*
001	Supervising Adult Probation Officer	8434	6	6	338,922	337,630	1,292
001	Probation Officer Budgeted salaries exceed maximum annual salary at top step.	8440	37	37	1,818,228	1,712,175	106,053
060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				748,236	719,918	28,318
	Total Recommended Reductions						\$192,685

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 31 Fire Department

**Budget Detail:
Budget Summary:**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,474,274	\$2,098,357	\$624,083	42.3
General Fund Unallocated	142,175,846	118,770,326	(23,405,520)	-16.5
Other Departmental Revenue	8,486,629	7,643,716	(842,913)	-9.9
Subtotal, Mayor's Budget	<u>\$152,136,749</u>	<u>\$128,512,399</u>	<u>(\$23,624,350)</u>	<u>-15.5 %</u>
Adjustments:				
Supplemental Appropriations	(16,667,000) *		\$16,667,000	n/a %
Recoveries		500,810	500,810	n/a
Other Revenues			0	n/a
Total Revenues	<u>\$135,469,749</u>	<u>\$129,013,209</u>	<u>(\$6,456,540)</u>	<u>-4.8 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$152,136,749	\$128,512,399	(\$23,624,350)	-15.5 %
Supplemental Appropriations	(16,667,000) *		16,667,000	-100.0
Recoveries		500,810	500,810	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$135,469,749</u>	<u>\$129,013,209</u>	<u>(\$6,456,540)</u>	<u>-4.8 %</u>
Mayor's Listed Positions:				
Permanent	1,604.0	1,595.0	-9.0	-0.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>1,604.0</u>	<u>1,595.0</u>	<u>-9.0</u>	<u>-0.6 %</u>
Adjustments (FTE):				
Overtime/Temporary	54.57	36.98	(17.59)	(32.23) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(39.46)	0.00	39.46	(100.00)
Other Adjustments	<u>(12.73)</u>	<u>(107.77)</u>	<u>(95.04)</u>	<u>746.58</u>
Total FTE	<u>1606.38</u>	<u>1524.21</u>	<u>(82.17)</u>	<u>(5.12) %</u>

*Includes net effect of expenditure reductions
(primarily reduced uniformed retirement
contributions) in October, 1992

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **31 Fire Department**

Financial Data:

The Fire Department's proposed \$128,512,399 budget for 1993-94 is \$23,624,350 or 15.5 percent less than the original 1992-93 budget of \$152,136,749. The net decrease from the revised 1992-93 budget to the Standardized budget is \$15,474,363 or 10.7 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
<u>General Fund</u>				
General Firefighting	\$122,220,076	\$112,260,550	\$103,428,982	\$103,428,982
Bureau of Fire Prevention	4,169,905	3,976,420	3,584,609	3,584,609
Bureau of Fire Investigation	1,296,610	1,214,957	1,135,866	1,135,866
Bureau of Support Services	4,658,901	3,595,880	3,109,856	3,109,856
Bureau of Training	1,814,496	1,696,299	1,440,420	1,440,420
Consent Decree	2,007,736	4,995,637	2,175,007	2,175,007
Computer Assisted Dispatch System	101,776	82,381	121,109	121,109
Administration	3,338,381	3,194,790	2,844,702	2,844,702
Worker's Compensation	4,042,239	4,042,239	3,028,132	3,028,132
Work Order (unrecovered)	<u>0</u>	<u>722,423</u>	<u>0</u>	<u>0</u>
Subtotal - General Fund	\$143,650,120	\$135,781,576	\$120,868,683	\$120,868,683
<u>Airport Operating Fund</u>				
Airport Firefighting	7,026,460	6,584,120	6,317,099	6,317,099
<u>Port Operating Fund</u>				
Port Firefighting	<u>1,460,169</u>	<u>1,621,066</u>	<u>1,326,617</u>	<u>1,326,617</u>
Total	<u>\$152,136,749</u>	<u>\$143,986,762</u>	<u>\$128,512,399</u>	<u>\$128,512,399*</u>

* Does not include 1993-94 Salary Standardization increases for Uniform personnel of the Department. Funds for this purpose are reserved in the General Fund Salary Standardization Reserve and are estimated by the Controller to amount to approximately \$6.2 million.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **31 Fire Department**

Department Revenues

Fire Department General Fund revenues are projected to increase by approximately \$624,000 in Fiscal Year 1993-94 from approximately \$1.5 million in 1992-93 to approximately \$2.1 million.

Department Expenditures

The Mayor's proposed budget for 1993-94, when compared to the current, 1992-93 budget, reflects a total reduction of approximately \$23.6 million. However, the net reduction after taking into account the October, 1992 reduction to the 1992-93 budget of \$16,667,000 as a result of reduced retirement contributions is approximately \$6.9 million (\$23.6 less \$16.7 million). This net \$6.9 million reduction includes reductions of approximately \$5.1 in salaries, approximately \$1.8 million in Overtime and Extended Work Week (Extended Work Week is overtime pay to Firefighters and Officers to work extra shifts in order to maintain full coverage at all Fire Stations), approximately \$0.4 million in Temporary Salaries and an increase of approximately \$1.0 million in Premium Pay in General Fund-supported Fire Department programs. The net reduction also includes a reduction of approximately \$0.8 million in Airport and Port funded Mandatory Fringe Benefits.

The net reduction in nine budgeted positions from 1,604 in 1992-93 to 1,595 for 1993-94 is the result of the elimination of nine, vacant H10 Chief's Aide positions that were not funded in the 1992-93 budget (Therefore, there is no dollar savings from deleting such unfunded positions). This action only reduces the position count.

Due to fiscal constraints, the Mayor's proposed 1993-94 budget for the Fire Department includes an increase in salary savings to effect a three week work furlough program throughout the Department. Although the Mayor's proposed budget explanations state that this will be accomplished "on a rotating basis....without closure of any fire houses", the Fire Department advises that Fire Stations will be closed temporarily on a rotating basis in order to meet the increased salary savings requirements.

Comments

Several years ago there was a freeze on hiring new Firefighters pending the outcome of a Federal Court case regarding hiring practices. The case has been settled by a Consent Decree and the Fire Department is hiring new recruits again but has not yet filled all positions authorized and necessary in order to maintain full coverage staffing at all Fire Stations. Therefore in order to maintain the required full staffing at the stated daily minimum compliment of 294 Firefighters and Officers, the department has required some staff to work overtime to fill in for positions that have remained vacant since the hiring freeze.

In the Budget Analyst's 1980 Management Audit of the operation of the Fire Department, the Budget Analyst recommended the elimination of the H10 Chief's Aide classification that are essentially drivers for Chiefs. For 1993-94 the Fire Department's proposed budget includes 47 H10 Chief's Aide

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **31 Fire Department**

positions. In the current year budget (1992-93) the Fire Department has 56 H10 Chief's Aide positions authorized but only 47 of these are funded because the Mayor's Office had deleted funding for nine H10 Chief's Aide positions that are no longer required for operations. For 1993-94, the Mayor has eliminated the nine unfunded H10 Chief's Aide positions, resulting in a reduction in position count only since these positions were not funded in 1992-93 by the Mayor. The 1993-94 budget for H10 Chief's Aide is \$2,362,624 plus fringe benefits. However, the Fire Department advises that should all 47 remaining H10 Chief's Aide positions be eliminated, the incumbents would bump down into H2 Firefighter positions. Therefore this would not result in a net decrease in positions but would result in the H10 positions being paid at the lower, H2 Firefighter salary. The Fire Department estimates that the net savings from eliminating the H10 Chief's Aide classification would be approximately \$300,000. Such a reduction is a policy option for the Board of Supervisors.

The Fire Department pays a premium to some employees that work on holidays, even if they are assigned to administrative and non-fire suppression functions. Firefighters and Officers in suppression functions must provide an around-the-clock availability to respond to emergencies at all times, including holidays. Firefighters and Officers in some non-suppression functions work on holidays and receive pay at the overtime rate of time and one-half, even though the duties that they perform do not require an around-the-clock presence. The Firefighters current three-year Memorandum of Understanding, requires that some of these non-suppression Firefighters and Officers receive "Staff Duty Assignment Pay" which adds the extra one-half time premium to the regular salary to equal total pay at the rate of time and one-half for working on holidays. Other non-suppression uniform employees receive "Holiday Pay" which adds the extra one-half time premium to the regular salary to equal total pay at the rate of time and one-half for working on holidays. Staff Duty Assignment Pay is budgeted in the Premium Pay account and Holiday Pay is budgeted in the Holiday Pay account. The proposed 1993-94 budget for Holiday Pay is \$217,814 for non-suppression Fire Department functions, as follows:

Bureau of Fire Investigation	\$58,296
Bureau of Support Services	86,122
Bureau of Training	63,581
Administration	<u>9,815</u>
Total	\$217,814

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Work Orders

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
158	315	Water Department Reduce to 1992-93 budget amount. This account was in the Bureau of Fire Support Services in 1992-93.				50,000	28,000	22,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Consent Decree

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
160	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				8,000	1,000	7,000
160	020	Temporary Salaries No Temporary Salaries were used in this account for 1992-93.				53,450	0	53,450
160	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				13,850	4,020	9,830
160	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				129,964	26,200	103,764
161	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				49,000	12,700	36,300

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Computer Aided Dispatch

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
63	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$85,540	\$85,540	*
64	001	Chief of Systems * Reserve \$50,000 for this position pending submission of a report to the Board of Supervisors as to status of a Request for Proposal for a computer system. This Request for Proposal is being prepared by this position. This is a limited tenure position established in 1992-93 for purposes of preparing the Request for Proposal. Yet the Request for Proposal for a computer system to be used jointly by the Police Department and Emergency Medical Services is still not complete.	1880L	1	1	87,670	87,670	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Port Fireboat

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
166	020	Temporary Salaries Reduce to actual usage level for 1992-93. The Department has provided no explanation for this 543 percent increase.				172,186	26,796	145,390
166	190	Other Non-Personal Services The Department indicates that this item, which was newly created in 1992-93, is for the "annual" dry-docking of the Fireboat. However, even though the 1992-93 budget includes funding for dry-docking, no monies have been expended through April 1993.				80,000	0	80,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/General Firefighting

Age o.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
69	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				114,561	112,518	*
69	001	Executive Secretary I Reduce to maximum salary at the top step.	1450	1	1	41,923	39,880	\$2,043
69	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				29,035,809	29,035,299	510
69	100	Professional Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				82,000	51,700	30,300
69	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				477,009	420,870	56,139
70	304	Medical Service Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				132,025	61,675	70,350

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Prevention

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
171	001	Permanent Salaries * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,140,800	1,135,722	*
191	001	Fire Safety Inspector II Reduce to maximum salary at the top step.	6281	15	15	824,879	819,801	5,078
171	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				957,910	956,640	1,270
171	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				600	100	500

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Investigation

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
73	112	Travel No funds were used in this account in 1992-93.				284	0	284
73	130	Materials and Supplies No funds were used in this account in 1992-93.				5,000	0	5,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Bureau of Fire Support Services

Page No.	Object	Account Title	Position/ Equipment Number	From	To	Amount From	To	Savings
175	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				394,209	383,067	*
195	001	Senior Telephone Operator	1708	1	1	41,027	33,539	7,488
195	001	Stationary Engineer Reduce to maximum salary at the top step.	7334	3	3	139,896	136,242	3,654
175	002	Permanent Salaries - Uniform * The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.				1,104,634	1,103,930	*
195	002	Special Services Officer Reduce to maximum salary at the top step.	H29	1	1	61,882	61,178	704
175	012	Holiday Pay Holiday Pay at time and one-half to work on Christmas, Thanksgiving, etc. is totally unjustified for Fire Department uniform administrative positions which are not being used to fight fires. The Police Department does not pay for such work at time and one-half. Delete Holiday Pay for those administrative personnel. These reductions would be for uniform classifications not covered by the Firefighter's MOU that requires the payment of Staff Duty Assignment Pay in lieu of Holiday Pay.				86,122	54,257	31,865
175	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				676,335	673,198	3,137

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Bureau of Training

Object	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
77	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				35,677	32,180	*
98	001	Senior Clerk Typist Reduce to maximum salary at the top step.	1426	1	1	36,566	33,069	3,497
77	002	Permanent Salaries - Uniform * The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.				818,959	765,428	*
98	002	Technical Training Specialist Deny this transfer and upward reclassification of an H2 Firefighter position in the General Firefighting Division to an H16 to function as the Supervisor of Breathing Apparatus. Department refers to this new position as a transfer, but in fact one new position would be added, and therefore, this request is not simply to transfer but rather adds to the position count. Further, a real transfer would require other Firefighters to work overtime to fill the gap created. Approval of this request would result in an annual salary increase of \$7,361, plus result in additional overtime costs as noted above.	H16	2	1	107,062	53,531	53,531

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Bureau of Training

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
177	012	Holiday Pay Holiday Pay at time and one-half work on Christmas, Thanksgiving, etc. is totally unjustified for Fire Department uniform administrative positions which are not being used to fight fires. The Police Department does not pay for such work at time and one-half. Delete Holiday Pay for those administrative personnel. These reductions would be for uniform classifications not covered by the Firefighter's MOU that requires the payment of Staff Duty Assignment Pay in lieu of Holiday Pay.				63,581	0	63,581
177	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				414,138	386,499	27,639

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Administration

Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
9 001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				854,536	851,443	*
00 001	Personnel Clerk	1202	1	1	33,758	32,285	1,473
00 001	Sr. Personnel Clerk Reduce to maximum salary at the top step.	1204	1	1	39,100	37,480	1,620
9 012	Holiday Pay Holiday Pay at time and one-half work on Christmas, Thanksgiving, etc. is totally unjustified for Fire Department uniform administrative positions which are not being used to fight fires. The Police Department does not pay for such work at time and one-half. Delete Holiday Pay for those administrative personnel. These reductions would be for uniform classifications not covered by the Firefighter's MOU that requires the payment of Staff Duty Assignment Pay in lieu of Holiday Pay.				9,815	0	9,815

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department/Administration

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
179	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				614,918	614,145	773
179	100	Professional Services The Department has requested for 1991-92 and 1992-93, and the Mayor has denied, a contract to develop a Management Information System that was begun several years earlier but was put aside because of budgetary constraints in 1991-92 and 1992-93. 1993-94 is a year with even greater budgetary constraints than the two previous years. Therefore, continue to defer this outside consulting contract in 1993-94.				264,700	179,700	85,000
179	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				23,705	17,605	6,100
Total Recommended Reductions								\$929,085
Total Recommended Reserves								\$50,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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n/a

Department/Division: 38 Police Commission

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,044,873	\$610,054	(434,819)	(41.6)
General Fund Unallocated	183,136,755	168,841,515	(14,295,240)	(7.8)
Other Departmental Revenue	3,217,267	3,151,215	(66,052)	(2.1)
Subtotal, Mayor's Budget	\$187,398,895	\$172,602,784	(\$14,796,111)	(7.9) %
Adjustments:				
Supplemental Appropriations	(\$16,546,134) *		\$16,546,134	(100.0) %
Recoveries	3,940,572	4,502,426	561,854	14.3
Other Revenues			0	n/a
Total Revenues	\$174,793,333	\$177,105,210	\$2,311,877	1.3 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$187,398,895	\$172,602,784	(\$14,796,111)	(7.9) %
Supplemental Appropriations	(16,546,134) *		16,546,134	(100.0)
Recoveries	3,940,572	4,502,426	561,854	14.3
Other Expenditures			0	n/a
Total Expenditures	\$174,793,333	\$177,105,210	\$2,311,877	1.3 %
Mayor's Listed Positions:				
Permanent	2455.0	2286.0	(169.0)	(6.9) %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	2455.0	2286.0	(169.0)	(6.9) %
Adjustments (FTE):				
Overtime/Temporary	124.3	96.7	(27.6)	(22.2) %
Supplemental Appropriations	29.0		(29.0)	(100.0)
Salary Savings	(285.9)	(167.9)	118.1	(41.3)
Other Adjustments			0.0	n/a
Total FTE	2322.4	2214.9	(107.6)	(4.6) %

* Includes net effect of expenditure reductions (primarily reduced uniformed retirement contributions) in October, 1992 and recent supplemental appropriations of approximately \$3.2 million.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department: **38 Police Commission**

Financial Data:

The Police Department's proposed \$172,602,784 budget for 1993-94 is \$14,796,111 or 7.9 percent less than the original 1992-93 budget of \$187,398,895. The net increase from the revised 1992-93 budget to the Standardized budget is \$5,544,586 or 3.3 percent. This entire increase can be explained by changes in the retirement contribution rate for Uniformed Police, which increased by almost six percent over the contribution rates that were revised downward in 1992-93, and the full cost of premiums granted in the Police MOU last fiscal year. Based on a recent decision by the Retirement Board, 1993-94 contribution rates will again decrease in 1993-94. However, these adjustments have not yet been made to the Mayor's recommended budget and, accordingly, are not reflected in this report.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Police Department	\$186,125,930	\$165,882,099	\$171,397,947	\$171,397,947
Office of Citizens Complaints	<u>1,272,965</u>	<u>1,176,099</u>	<u>1,204,837</u>	<u>1,204,837</u>
Total	\$187,398,895	\$167,058,198	\$172,602,784	\$172,602,784*

* Does not include 1993-94 salary standardization increases for Uniform personnel of the Department. Funds for this purpose are reserved in the General Fund Salary Standardization Reserve and are estimated by the Controller to amount to approximately \$6.5 million.

Comments:

Police Department

The Mayor's budget proposes the elimination of 85 filled uniformed positions. Layoff notices, effective July 1, 1993, have been sent to the least senior sworn members of the Department. Therefore, the current number of sworn personnel will be reduced from 1,825 to 1,740. Based on current trends in retirement, further attrition of approximately 30 officers is expected by the Department during the fiscal year. The Budget Analyst has reviewed the Mayor's recommended budget for Uniformed salaries for remaining sworn positions. Based on this projection, taking into consideration expected attrition and the Mayor's recommended level of salary savings, the current budgeted expenditures for uniform salaries may not be adequate in Fiscal Year 1993-94 even after the planned layoff of sworn personnel.

The additional funds that would be required to avoid the termination of 85 Police Officers in Fiscal Year 1993-94, for salaries and fringe benefits alone, would approximate \$4.9 million before uniformed salary standardization. Also, according to POST (Peace officer Standards and Training) regulations, the Department would have to conduct background investigations of any laid off sworn employee prior to re-employment. The estimated cost of conducting background investigations for 85 employees is \$60,000.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **38 Police Commission**

The Budget Analyst projects that the Fiscal Year 1993-94 budget for overtime expenditures as recommended by the Mayor is underfunded by approximately \$2.5 million. Total 1993-94 budgeted expenditures for Uniformed overtime is \$5.6 million.

The Mayor's recommended budget has eliminated the Senior Escort Program, thereby reducing expenditures from the requested budget by \$2,112,069. Of this savings, the Department is transferring \$890,000 by work order to the Commission on Aging for continuation of an escort program and requesting the addition of \$300,000 for contractual services to provide crime prevention and education services directed specifically to the City's Senior population. As of this date however, no program or budget has been developed for the expenditure of \$300,000 in contractual services for this program. The elimination of the Senior Escort Program has resulted in the deletion of 52 positions authorized in the 1992-93 budget and 45 layoffs according to the Civil Service Commission.

The Mayor's Recommended budget has deleted approximately \$500,000 in temporary salaries from the Police budget. These funds were used to pay for School Crossing Guards and have been transferred to the Department of Parking and Traffic to continue this program.

The proposed budget includes 12 new positions to strengthen the 911 Emergency Dispatch Center. These new positions conform to the recommendations of the '911 Task Force' as previously reported to the Board of Supervisors by the Budget Analyst in March, 1993. 9 Communications Dispatchers, 1 Senior Communications Dispatcher, 1 Communications Shift Supervisor and 1 Communications Coordinator will be hired in 1993-94. Overall staffing for the 911 Emergency Dispatch Center has increased by 29 authorized positions since the original 1992-93 budget was adopted.

A total of 57 existing miscellaneous positions, in addition to the 52 Senior Escort positions have been eliminated from the Police Department's 1993-94 budget. This will result in the layoff of 25 individuals and, according to the Chief of Police, will inhibit the Department's ability to perform administrative duties with non-sworn personnel.

In addition to the 85 Uniformed positions and the 45 Senior Escort positions, the following list of positions represents the expected civilian layoffs in the Police Department.

<u>No. of Layoffs</u>	<u>Position</u>
8	1424 Clerk Typists
2	3310 Stable Attendants
1	5320 Illustrator and Art Designer
5	8202 Security Guards
7	8207 Building and Grounds Patrol Officers
1	8224 Housing Authority Police Lieutenant
<u>1</u>	1760 Offset Machine Operator
25	

Equipment purchases included in the Mayor's recommended budget provide for the acquisition of 20 marked patrol vehicles and 20 unmarked vehicles. The Department had requested a total of 125 vehicles. However, due to the fact that lease purchase payments for equipment acquired in 1992-93 were deferred until this year, equipment lease purchase payments in 1993-94 will increase by approximately \$1.2 million.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **38 Police Commission**

Office of Citizens Complaints (OCC)

The Mayor's recommended budget cut two existing positions from the OCC's 1993-94 budget, an Investigator and Chief Investigator. The Investigator position is filled and the Chief Investigator position is vacant. Total savings from these reductions amount to approximately \$118,000 plus fringe benefits.

The OCC requested and the Mayor recommends that the OCC expend \$50,000 for moving expenses and additional rent, plus services of the Real Estate Department in the amount of \$7,500 for new office space. Part of the justification for such new space, besides the limitations of the OCC's current premises, is that additional space is needed for new staff. (The OCC requested two new positions that were denied by the Mayor, in addition to the existing positions that were deleted.)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

38 Police Commission

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
Police Department								
47	100	Professional Services The Mayor recommends that the S.A.F.E. contract be augmented by \$300,000 in order to provide crime prevention and education services for Seniors due to the elimination of the Senior Escort Program. No RFP has been issued for this contract and a Prop. J certification will be required according to the Controller. S.A.F.E. has not yet developed a program or detailed budget for the \$300,000 difference. * We recommend that \$300,000 be reserved from this account pending resolution of these matters and submission of a program and detailed budget to the Budget Committee.				\$754,463	\$754,463	*
Office of Citizens Complaints								
59	020	Temporary Salaries Deny new request for temporary salaries				15,000	0	15,000
59	100	Professional Services Reduce request for professional services. Actual expenditures in 1991-92 was less than \$1,000. No expenditures have been recorded through May of 1993 in the current fiscal year.				8,500	4,500	4,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

38 Police Commission

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/</u> <u>Equipment</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
			<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
259	190	Other Non-Personal Services				136,674	86,674	50,000
		OCC has requested \$35,000 for moving expenses and \$15,000 for increased rent in 1993-94 for a total of \$50,000. The justification was based partly on expanded staffing, although the Mayor disapproved a request for two new positions and cut two existing positions.						
		While existing premises are not ideal, we recommend that this request be denied at this time.						
259	130	Materials & Supplies						
		Reduce to current year appropriation.				16,716	11,716	5,000
260	303	Services of Other Departments - Real Estate				7,500	0	<u>7,500</u>
		Consistent with our recommendation above, deny request for Real Estate Services that would be required to rent new office space.						
Total Recommended Reductions								\$81,500
Total Recommended Reserves								\$300,000

CALENDAR Action Taken

**SPECIAL MEETING OF
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

DOCUMENTS DEPT.

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARYWEDNESDAY, JUNE 23, 1993 - 12:00 P.M. Room 228, CITY HALL

MEMBERS: SUPERVISORS MIGDEN, HSIEH, ALIOTO

CLERK: KAY GULBENGAY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

1. File 101-93-1. [Interim Annual Appropriation Ordinance] Interim ordinance appropriating all estimated receipts and all estimated expenditures for the City and County of San Francisco for fiscal year ending June 30, 1994. (Controller)
(Continued from 6/16/93)

ACTION: Hearing held. Recommended.

2. File 102-93-1. [Interim Annual Salary Ordinance] Interim ordinance enumerating positions in the annual budget and appropriation ordinance for the fiscal year ending June 30, 1994, continuing, creating or establishing these positions; enumerating and including therein all positions created by Charter or state law for which compensations are paid from City and County funds and appropriated in the annual appropriation ordinance; authorizing appointments or continuation of appointments thereto; and authorizing appointments to temporary positions and fixing compensations thereof. (Civil Service Commission)
(Continued from 6/16/93)

ACTION: Hearing held. Recommended.

3. File 207-93-3.1. Hearing to consider creating a 911 standby service fee. (Supervisor Migden)

ACTION: Hearing held. Continued to call of the chair.

4. File 123-93-5. Hearing to consider the establishment of recurring street use occupancy fees. (Supervisor Migden)

ACTION: Hearing held. Continued to call of the chair.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 21, 1993

TO: Budget Committee
FROM: Budget Analyst
SUBJECT: June 23, 1993 Budget Committee Meeting

Items 1 and 2 - Files 101-93-1 and 102-93-1

Note: These items were continued by the Budget Committee at its meeting of June 16, 1993. At the Budget Committee meeting, the Committee amended the proposed legislation in accordance with the recommendations made by the Budget Analyst as shown on page 5 of this report.

1. These items are the Interim Annual Appropriation Ordinance (File 101-93-1) and Interim Annual Salary Ordinance (File 102-93-1) for Fiscal Year 1993-94.

2. The annual budget process for the City and County requires that the Board of Supervisors approve an Interim Annual Appropriation Ordinance and an Interim Annual Salary Ordinance for fiscal year 1993-94 on or before June 30, 1993. The purpose of these interim ordinances is to provide position and expenditure authorization for the various departments of the City and County during the time that the Board of Supervisors is reviewing the Mayor's recommended budget for 1993-94 which is scheduled to be adopted by the Board of Supervisors on July 19, 1993.

3. The Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance are based on the 1993-94 proposed budget recommendations of the Mayor. Hence, these ordinances include authorization and funding for all programs and program revisions which are included in the Mayor's proposed 1993-94 budget. Each program and program revision will be reviewed in detail during the budget hearings and sessions which have been scheduled by the Budget Committee from June 22 through June 30, 1993.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. As a general policy, in previous years, the Board of Supervisors has not approved new positions and programs during the interim budget period without detailed review. This general policy has been implemented by instructing the Controller not to certify the availability of funds for new positions, new programs or program expansions during the interim budget period between July 1 and July 31. If an exception is approved by the Board of Supervisors, new positions can be filled effective July 1. Otherwise, new positions will generally not be filled until August 1 at the earliest.

5. The Administrative Provisions of the Interim Annual Appropriation Ordinance further state that no funds shall be allotted until August 1 for capital improvements and equipment. However, leased equipment is not subject to this provision. In certain cases, specific exceptions to these general policies have been approved by the Board of Supervisors. Exceptions have been based on such factors as new positions and programs that produce revenue and/or major service deficiencies which would result from delays in filling new positions or starting new programs. Approval of some equipment purchases could result in cost savings.

6. The following draft amendments to the Administrative Provisions of the Annual Appropriation Ordinance (AAO) have been prepared for 1993-94 by the Controller (See Attachment I). Significant changes are as follows:

- a. Upon request of the CAO, Board or Commission and approval of the General Manager, Personnel, the Controller would be authorized to substitute or exchange positions between the various appropriations or position classifications as long as such transfers did not increase the total salary accounts. This provision is intended to provide departments with some flexibility to minimize the impact of layoffs.
- b. The approval of appropriations by the Mayor and Board of Supervisors in the annual budget would provide authority to apply for, receive and expend grant funds without separate legislation of the Board of Supervisors.
- c. The current \$27 daily per diem amount for living expense for City Officers and employees would be eliminated and instead the per diem would be an amount determined annually by the Controller. The Controller has no immediate plans to change the per diem amount from the current \$27 amount.

The Controller has also recommended an amendment to the Administrative Provisions of the Annual Salary Ordinance (Section 1.3C, Charges and Deductions for Maintenance). This amendment would make changes to the charges and deductions for various services, such as charges for meals at San Francisco General Hospital and the cost for meals at the O'Shaughnessy Guest Cottage (see Attachment II).

7. No amendments to the Administrative Provisions of the Annual Salary Ordinance were submitted by the Civil Service Commission for 1993-94. The Civil Service Commission usually recommends an amendment to Section 1.3B of the Annual Salary Ordinance in order to reflect an increase in the maximum allowable rate of pay for part-time employees whose 1992-93 rate is \$768 per month. An amendment was not recommended by the General Manager, Personnel for Fiscal Year 1993-94 because salaries under Salary Standardization for Miscellaneous employees were frozen at the 1992-93 level.

8. In past years, the Mayor's recommended Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance have, in general, been routinely approved by the Board of Supervisors, with the exception of new positions and new programs, capital improvements and equipment.

9. At the direction of the Budget Committee and the full Board of Supervisors, the Budget Analyst has historically been instructed to analyze the Mayor's recommended budget in detail and make recommendations for reducing the Mayor's recommended budget only if such recommendations do not result in service level reductions. Budget reductions recommended by the Budget Analyst and approved by the Board, have often been used by the Board of Supervisors as a source of funds, for increasing appropriations for capital improvements and requesting the Mayor (a) to restore items deleted in the Mayor's recommended budget and/or (b) include new items in the budget based on the priorities of the Board of Supervisors. Except for capital improvements, the Board of Supervisors cannot unilaterally add any item back to the Mayor's budget. The restoration or addition of expenditures to the Mayor's recommended budget (except for capital improvements) first requires approval by the Mayor and then subsequent appropriation approval by the Board of Supervisors.

Besides the customary budget reports and recommendations, the Budget Analyst will also be reporting on the impact of expenditure reductions included in the Mayor's recommended 1993-94 budget on service levels. Since such reductions have already been effected in the Mayor's recommended 1993-94 Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance, these reductions have been reflected in the Interim Budget.

10. Such reductions would include savings from layoffs. According to Ms. Dorothy Yee of the Civil Service Commission staff, an estimated 1,200 layoffs of City and County employees are expected as a result of the Mayor's proposed budget. However, due to bumping and re-employment rights of persons occupying these 1,200 positions, personnel transactions affecting an estimated 2,400 employees would take place if 1,200 employees are laid off. Departments had submitted 386 copies of layoff notices to the Civil Service Commission as of 6/7/93.

11. Approval of the Mayor's recommended 1993-94 Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance by the Board of Supervisors would implement all expenditure reductions, and revenue increases that are not dependent on legislative approval by the Board of Supervisors, which the Mayor has included in the final budget. In accordance with the 1993-94 budget calendar, the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance are scheduled to be passed for second reading at the June 21 meeting of the Board of Supervisors. Final passage of these ordinances is scheduled for June 28.

12. The Budget Analyst has previously been advised by Mr. Burke Delventhal of the City Attorney's Office that the Board of Supervisors is required to approve the Mayor's recommended Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (and therefore the Interim Budget), subject to any additional reductions which the Board may choose to make, by no later than June 30th of each year. Mr. Delventhal has further advised the Budget Analyst that if these ordinances are not approved by the Board of Supervisors by June 30, the Controller will no longer have authority to issue payroll warrants to City and County employees or to issue other warrants to pay for any other City and County services.

Mr. Ed Harrington, the City Controller, has previously advised the Budget Analyst that he concurs with the opinion of Mr. Delventhal. The Controller would cease to issue any further City and County warrants unless the Board of Supervisors approves an Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (the Interim Budget) by June 30.

13. The proposed Interim Budget includes expenditure appropriations supported by certain revenue measures that are dependent on legislative approval by the Board of Supervisors. As shown in the Mayor's Budget Summary, the Mayor's revenue measures include increasing the commercial Utility Users Tax (\$16 million), increasing MUNI fares (\$12.8 million), increasing the Hotel Tax (\$7 million), restructuring the Payroll, and Gross Receipts Tax and the Business License Fee (\$10.4 million), establishing a Condominium Conversion fee (\$8 million), establishing a Gross Receipts Fee on Rental Car Companies (\$2.4 million), use of additional Hotel Tax monies for the General Fund (\$3 million) and taxing Cellular Phones (\$1 million). These revenue measures total an estimated \$60.6 million, all of which would require approval by the Board of Supervisors to keep the Mayor's recommended Interim Budget in balance unless an equivalent amount of other revenue measures or expenditure reductions are made by the Board. In addition to these new revenues measures requiring legislative approval, other fee increases, not requiring legislative approval, have been included in the Mayor's recommended 1993-94 budget. The Budget Analyst is reporting on each of these revenue measures separately.

Recommendations

Except for the amendments as itemized below, approve the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance, including the Administrative Provisions of the Interim Annual Appropriation Ordinance and the Administrative Provisions of the Interim Annual Salary Ordinance as recommended by the Controller (see Point 6 above). If the Board of Supervisors concurs, the Interim Budget would be effective until the Annual Appropriation Ordinance and the Annual Salary Ordinance are finally approved by the Board and signed by the Mayor.

1. Provide for the following amendments until the Annual Appropriation Ordinance and Annual Salary Ordinance are finally approved by the Board of Supervisors and signed by the Mayor:

- a. That all funding and authorization for new positions and new and expanded programs be reserved during the interim budget period through July 31, subject to the specific exceptions listed in Attachment III.
- b. That funding for capital improvement projects except normal facilities maintenance projects be reserved during the interim budget period.
- c. That funding for items of equipment be reserved during the interim budget period. That all departments be requested not to lease any new equipment during the interim budget period through a letter to all Departments from the Clerk of the Board.

The exceptions to the Interim Appropriation Ordinance shown in Attachment III are recommended by the Budget Analyst. Excluding the exceptions recommended by the Budget Analyst in Attachment III to this report, the above-noted reserves recommended by the Budget Analyst will enable the Budget Committee to review the Mayor's recommended 1993-94 budget in detail before recommending approval of new items to the full Board of Supervisors.

SECTION 10. Funds may be transferred from any legally available source on the recommendation of the department head and approval by the Chief Administrative Officer, Board or Commission for departments under their respective jurisdiction and on authorization of the Controller with the prior approval of the general manager, personnel, for

- 1 - Lump sum payments to officers, employees, police officers and fire fighters other than elective officers and members of boards and commissions upon death or retirement or separation caused by industrial accident for accumulated sick leave benefits in accordance with Civil Service Commission rule 22.02 (b) 9.
- 2 - Payment of the supervisory differential adjustment to employees who qualify for such adjustment under Section IV - f of the Salary Standardization ordinance and have received approval from the General Manager, Personnel pursuant to Section 1.1-b of the Annual Salary Ordinance.

Such amounts transferred shall not exceed the amount of the lump sum payment for accumulated sick leave or the amount of the supervisory differential adjustment including the cost to the City and County of mandatory fringe benefits.

- 3 - The Controller is hereby authorized to adjust the appropriations for permanent salaries for positions administratively reclassified or temporarily exchanged by the General Manager, Personnel, provided that the reclassified position and the former position are in the same functional area.
- 4 - Such amounts as are necessary to provide for "Out of Class Pay" as authorized by the Civil Service Commission provided that the transfer of funds must be made from funds currently available in departmental personal service appropriations.
- 5 - Positions may be substituted or exchanged between the various salary appropriations or position classifications as long as said transfers do not increase total departmental personal service appropriations.

SECTION 10.1. Funds appropriated for personal service contracts may be transferred to the account for temporary salaries on the recommendation of the department head and approval by the Chief Administrative Officer, Board or Commission for departments under their jurisdiction for the specific purpose of using city personnel in lieu of private contractors with the approval of the General Manager, Personnel, and the Mayor and the certification by the Controller that such transfer of funds would not increase the cost of government.

SECTION 10.2. The Controller is hereby authorized and directed upon the request of a department head and approval by the Chief Administrative Officer, Board or Commission for departments under their respective jurisdiction and the approval by the Mayor's Office to transfer from the Reserve for Displacement or any legally available funds amounts needed when sufficient funds are not otherwise

available to fund legally mandated salaries, fringe benefits and other costs related to the layoff, reduction in force, involuntary leave or furlough of City employees. Such funds are hereby appropriated for the purpose set forth herein.

SECTION 10.3. The Controller is authorized and directed to transfer from the Reserve for Salary Standardization, or any legally available funds, amounts necessary to adjust appropriations for salaries and related mandatory fringe benefits of employees whose compensation is adjusted by enactment of Salary Standardization Ordinance amendments adopted pursuant to Charter Sections 8.403 (Registered Nurses), 8.404 (Transit Operators), ((and)) 8.409 Miscellaneous employees, ((8.405)) 8.590 (Police and Fire fighters), revisions to State Law or ratified collective bargaining agreements adopted pursuant to the Charter.

Adjustments made pursuant to this section shall reflect only the percentage increase required to adjust appropriations to reflect revised salary and premium pay requirements above the funding level established in the adopted budget of the respective departments.

SECTION 10.4. The Controller is authorized and directed to transfer from reserves or any legally available funds amounts necessary to provide for dental plan premiums and related costs or other costs of non-salary benefits previously agreed to in ratified Memoranda of Understanding.

The Controller shall report in writing to the Mayor and Board of Supervisors annually any appropriation adjustments made pursuant to this section.

SECTION 11. The Controller is hereby authorized and directed to continue the existing special and trust funds, revolving funds, and reserves and the receipts in and expenditures from each such fund are hereby appropriated in accordance with law and the conditions under which each such fund was established.

The Controller is hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional grants and bequests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each such fund was established.

SECTION 11.1. Whenever the City and County of San Francisco shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation, any moneys, or property to be converted into money, the Controller shall set up on the books of his office a special fund or account evidencing the said moneys so received and specifying the special purposes for which they have been received and for which they are held, which said account or fund shall be maintained by the said Controller as long as any portion of said moneys or property remains.

Recurring grant funds which are detailed in departmental budget submissions and

approved by the Mayor and Board of Supervisors in the annual budget shall be deemed to have met the requirements of Administrative Code Section 10.170 for the approval to apply for, receive and expend said funds and shall be construed to be funds received for a specific purpose as set forth in this section. Positions specifically approved by granting agencies in said grant awards may be filled as though said positions were included in the annual budget and annual salary ordinance, provided however that the tenure of such positions shall be contingent on the continued receipt of said grant funds. Individual grants may be adjusted by the Controller to reflect actual awards made if granting agencies increase or decrease the grant award amounts estimated in budget submissions.

Each department of the City and County of San Francisco, which in the normal operations under its power and duties is by law and upon deposit of moneys by persons, firms, or corporations authorized to perform certain services for and at the cost and expense of said persons, firms or corporations is hereby authorized to perform similar services for the United States of America, the State of California, or any division or agency of either, upon receipt of a legal and proper order or contract to pay to the City and County of San Francisco the full cost and expense of performing the required services upon completion thereof. City owned public utilities may with approval of the Controller perform such services for privately owned public utilities in the manner provided in this paragraph.

The expenditures necessary from said funds or said accounts as created herein, in order to carry out the purpose for which said moneys or orders have been received or for which said accounts are being maintained, shall be approved by the Controller and said expenditures are hereby appropriated in accordance with the terms and conditions under which said moneys or orders have been received by the City and County of San Francisco, and in accordance with the conditions under which said funds are maintained.

SECTION 11.2. All moneys available in the Excess Liability Accident Reserve Fund of the Municipal Railway - Ordinance No. 3209, series of 1939 - and all moneys received by the City and County of San Francisco pursuant to the terms and conditions of any excess public liability and property damage insurance policy covering the ownership, maintenance and operation of any of its municipal utilities are hereby appropriated and made available to the related municipal utility for the payment of personal injury and property damage claims.

SECTION 11.3. Premiums received from the sale of bonds are hereby appropriated for bond interest and redemption purposes of the issue upon which it was received.

SECTION 11.4. Receipts in and expenditures from Account No. 7099-Miscellaneous Revenues, Registrar of Voters, as payment for the printing of ballot arguments, are hereby appropriated in accordance with law and the conditions under which this appropriation is established.

SECTION 11.5. Whenever employees of departments are required to work overtime on account of services required by renters, lessees or tenants, of said departments, the cost of such overtime employment shall be collected by the departments from the renters, lessees or tenants involved, and shall be deposited with the Treasurer to the credit of a departmental special overtime appropriation. All moneys deposited therein are hereby appropriated for such purpose.

SECTION 11.6. The Controller is hereby authorized and directed to set up appropriations for refunding amounts deposited in the treasury in excess of amounts due, and the receipts and expenditures from each are hereby appropriated in accordance with law. Where by state statute, local ordinance or court order, interest is payable on amounts to be refunded, in the absence of appropriation therefor, such interest is herewith appropriated from the unappropriated interest fund or interest earnings of the fund involved.

SECTION 11.7. The Controller is hereby authorized and directed to refund excess interest earnings on bond proceeds (arbitrage) when such amounts are reported by the Treasurer as due and payable under applicable Internal Revenue Service regulations. Such arbitrage refunds shall be charged against interest earnings or reserves in the various bond funds in which the arbitrage earnings were recorded and such funds are hereby appropriated for the purpose.

SECTION 11.8. Moneys received as payment for damage to City owned motorcycles, automobiles or trucks, or other property, are hereby appropriated to the department concerned to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not to be repaired shall be credited to a special revenue account of the related fund.

SECTION 11.9. That portion of funds received pursuant to the provisions of Administrative Code Section 21.20 - failure to deliver article contracted for - as may be needed to affect the required procurement are hereby appropriated for that purpose and the balance, if any, shall be credited to a special revenue account of the related fund.

SECTION 11.10 Whenever the Board of Supervisors has authorized the execution of agreements with corporations for the construction of off-street parking and other facilities under which the City and County of San Francisco guarantees the payment of the corporations debt service or other payments for operation of the facility, it shall be incumbent upon the Controller to reserve from parking meter or other designated revenues sufficient funds to provide for such guarantees. The Controller is hereby authorized to make payments as previously guaranteed to the extent necessary and the reserves approved in each Annual Appropriation Ordinance are hereby appropriated for the purpose. The Controller shall notify the Board of Supervisors annually of any payments made pursuant to this Section.

SECTION 11.11. Receipts from rental or use of Candlestick Park, Stadium Operator Admission tax, the automobile parking area contiguous thereto and allocation of Hotel Room Tax revenue are hereby appropriated to the extent required for the City and County of San Francisco rental payments to San Francisco Stadium, Inc.

SECTION 11.12. Hotel tax receipts allocated to the Yerba Buena Redevelopment Project are hereby appropriated to the Chief Administrative Officer for supplements for low income households, for use in facilitating the production of low income housing in Yerba Buena Center Redevelopment Project area and on certain parcels adjacent thereto, for the preparation of architectural plans, engineering studies, and for such other further expenses related to the construction and completion of a convention center-sports arena in accordance with the provisions of Section 515(3) of part III, San Francisco Municipal Code. The Chief Administrative Officer shall, before July 1st transmit to the Board of Supervisors a program budget for the next fiscal year and each quarter to the Board of Supervisors on the amount expended for the items set forth above.

SECTION 11.13. Funds deposited to the account Reserve for Public Facilities shall be allocated interest earned and the Controller is hereby authorized and directed to determine the amount and credit any such interest earned on said account to said Reserve for Public Facilities account.

SECTION 11.14. All moneys received from the United States of America under the Urban Mass Transportation Act of 1964, as amended, and the Urban Mass Transportation Act of 1970, to provide some of the equipment and/or facilities needed for the Municipal Railway are hereby appropriated for the acquisition of such equipment and/or facilities and shall be disbursed to the San Francisco Municipal Railway Improvement Corporation in accordance with and pursuant to the provisions of Section 7 of that certain agreement, dated as of January 15, 1969, and Section 7 of that certain agreement, dated as of December 1, 1971, and subsequent agreements, between the City and County of San Francisco and the San Francisco Municipal Railway Improvement Corporation.

SECTION 11.15. Local transportation funds are hereby appropriated pursuant to Section 29531 of the Government Code.

SECTION 11.16. The Controller is hereby authorized to transfer to the Chief Administrative Officer any amounts indicated in the budget estimate and appropriated hereby for the purchase of insurance or the payment of insurance premiums in object number 365 - "C A O Insurance and Risk Reduction".

SECTION 11.17. The Controller is hereby authorized and directed to maintain a reserve for capital items. The purpose of this is to provide a reserve for capital items pending specific allocation in the manner provided by the charter for supplemental appropriations.

Upon completion of a General Fund or general fund supported capital item, any unexpended balance remaining in the project appropriation shall be automatically appropriated to Reserve for Capital Items and said reserve shall be made available for additional capital related projects subject to the budgetary and fiscal provisions of the charter.

SECTION 11.18. The Commission on the Aging is authorized to receive and expend available U.S.D.A. contributions and grant awards from the California Department of the Aging, in federal and state funding, for the purpose of providing direct services to older San Franciscans. The Controller is hereby authorized and directed to make the appropriate entries to reflect the receipt and expenditure of said grant award funds and contributions.

SECTION 11.19. Whenever the City and County recovers funds from any federal or State agency as reimbursement for the cost of damages resulting from the October 17, 1989 earthquake and related aftershocks, such funds are hereby appropriated for the purpose. The Controller is authorized to transfer such funds to the credit of the departmental appropriation which initially incurred the cost, or, if the fiscal year in which the expenses were charged has ended, to the credit of the fund which incurred the expenses. The Controller shall file on a quarterly basis with the Board of Supervisors and the Mayor a report detailing all costs and revenue reimbursements to the City recovered as provided in this section.

SECTION 11.20 Whenever the City and County earns interest on funds received from the State of California or the federal government and said interest is specifically required to be expended for the purpose for which the funds have been received, said interest is hereby appropriated in accordance with the terms under which the principal is received and appropriated.

SECTION 11.21 Whenever the Treasurer finds that it is in the best interest of the City and County to use either a compensating balance or fee for service agreement to secure banking services any funds necessary to be paid for such agreement are to be charged against interest earnings and such funds are hereby appropriated for the purpose.

SECTION 11.22 Funds required to pay for financial advisory services, legal services or other costs incidental to the issuance of short-term tax and/or revenue anticipation notes or other borrowing may be paid from the proceeds of said borrowings and are hereby appropriated for said purpose.

SECTION 11.23 Responsible department heads are hereby authorized to receive donations from or through recognized non-profit organizations to augment approved seismic upgrading, facility improvements or expansion of City owned recreation, library or cultural facilities. Said funds are hereby accepted and appropriated for the purpose donated.

SECTION 11.25 Receipts in an expenditures from accounts set up for the acquisition and operation of city owned buildings including, but not limited to 25 Van Ness Avenue and 1660 Mission Street, are hereby appropriated for the purposes set forth in the various bond indentures through which said properties were acquired.

SSECTION 12. Aid paid from funds herein provided and refunded during the fiscal year hereof shall be credited to, and made available in, the appropriation from which said aid was provided.

SECTION 12.1 Surplus funds remaining in departmental appropriations may be transferred to fund increases in revolving funds up to the amount authorized by the Board of Supervisors, if said Board, by Ordinance, has authorized an increase in said revolving fund amounts.

SECTION 13. No ordinance appropriating moneys from the Emergency Reserve Fund shall be passed by the Board of Supervisors unless an actual emergency shall exist within the meaning of Sections 2.301 or 3.100 of the charter and the emergency is specifically stated and defined in such ordinance.

Moneys which are appropriated during the fiscal year from the Emergency Reserve Fund to departments, offices and funds shall be construed only as estimates of such requirements. The Controller shall, upon the determination of the actual requirement, return to the Emergency Reserve Fund that portion of the appropriation which is not actually required for the stated emergency.

SECTION 14. All transactions affecting appropriations made for the Redevelopment Agency, and the Parking Authority, shall be subject to the budget and fiscal provisions of the charter.

SECTION 15. The term department as used in this ordinance shall mean department, bureau, office, utility, board or commission, as the case may be. The term department head as used herein shall be as defined in Section 3.501 of the charter.

SECTION 16. In accordance with Section 10.34 of the San Francisco Administrative Code, the mileage rate for payments to officers and employees for use of privately owned automobiles in connection with any official duty or service shall be at the rate of twenty-five cents (25) per mile for miles driven from a starting point to a destination point both of which are within the City and County of San Francisco and at the rate of twenty-two cents (22) per mile for miles driven to or from points outside the boundaries of the City and County of San Francisco and for all necessary parking and toll expenses.

The above mileage rate shall be increased each calendar quarter by one cent (1) for each ten cents (10) increase in the average cost of gasoline as defined for

"gasoline all types" per gallon in the energy report (or successor report), published by the Bureau of Labor Statistics, U.S. Department of Labor. The base period against which increases shall be measured shall be the average price per gallon established for July 1, 1982. Said rate shall be fixed by the Controller within two weeks of his receipt of the above noted report.

SECTION 17. Any officer or employee of the City and County of San Francisco who, except in the discharge of routine duties, shall under the authority of law or ordinance, leave the City and County for the purpose of performing any official duty for or on behalf of the City and County, or for the purpose of rendering any service to or for the City and County, or for the purpose of officially representing said City and County, or any board, commission, office or department, shall be allowed as the expense incident to said service the actual cost of transportation, together with an amount for living expenses not to exceed ((twenty-seven dollars)) an amount determined annually by the Controller per day for each and every day while said officer or employee is absent on said official business, or, with the concurrence of the Controller, such actual and necessary travel and other expenses as may be incurred.

Allowance for traveling expenses shall be based upon the most efficient, direct and economical mode of transportation required by the occasion, provided, however, that at the option of the person authorized to leave the City and County of San Francisco on official business, travel may be accomplished in the State of California by such means as the person so authorized deems proper. In extraordinary and emergency cases, transportation to points outside the State of California may be contracted in the most expeditious and expedient manner.

The number of days which shall be used as the basis for computing the allowance for expenses other than transportation hereunder shall not exceed the number of days required in traveling and attending to the business or the purpose for which the trip is made. Provided, however, that if necessary, a reasonable period of time may be allowed to consummate traveling arrangements and that days taken up by unavoidable accidents or illness while enroute and certified to by a duly licensed physician or surgeon, shall be construed as days devoted to official business, and provided further, that a statement from an accredited christian science practitioner or one authorized to practice as such by the first church of christ scientist in Boston, Massachusetts, certifying to treatment and the need therefor, may be accepted in lieu of such certification by a duly licensed physician or surgeon.

The Controller shall establish rules for the payment of all amounts payable pursuant to the first paragraph of this Section, and for the presentation of such vouchers as he shall deem proper in connection with expenditures made pursuant to said Section. No allowance shall be made for traveling expenses provided for in this ordinance unless funds have been appropriated or set aside for such expenses in accordance with the provisions of the charter.

((Employees in classifications 7346 Painter, 7242 Painter Supervisor I, and 7278 Painter Supervisor II shall be paid twenty-seven dollars a day, seven days a week, for room and board for such period as they may be required to live away from their place of residence. Such maintenance shall not be considered as wages and shall be paid by separate check.))

SECTION 27. Pursuant to Section VI-a of the Administrative Provisions of the Salary Standardization Ordinance whenever any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States, the Controller with the approval of the Mayor's Office is hereby authorized to make such transfer of funds not to exceed the actual cost of said holiday from any legally available fund.

SECTION 28. The Controller is authorized and directed to transfer from the Reserve for Litigation Account for General Fund supported departments or from any other legally available funds for special revenue funds, amounts required to make payments required to settle litigation relative to back pay thereon against the City and County of San Francisco when settlement of such back pay claims has been recommended by the City Attorney and approved by the Board of Supervisors in the manner provided in the charter. Such funds are hereby appropriated for the purposes set forth herein.

SECTION 29. The Treasurer and Controller are hereby authorized to transfer available fund balances within pooled cash account to meet the cash flow needs of the City, provided that special and non-subsidized enterprise funds shall be credited interest earnings on any funds temporarily borrowed therefrom at the rate of interest earned on the overall pooled cash fund. No such cash transfers shall be allowed where the investment of said funds in investments such as the pooled funds of the City and County is restricted by law.

SECTION 30. Funds contributed to meet operating deficits and/or to provide matching funds for federal medicaid under SB 855 or similar legislation for San Francisco General Hospital are specifically deemed to be made exclusively from local property and business tax sources.

SECTION (29) 31. Whenever the City and County has authorized appropriations for the advance funding of projects which may at a future time be funded from the proceeds of general obligation, revenue, or lease revenue bond issues or other legal obligations of the City and County, the Controller shall recover from bond proceeds or other available sources, when they become available, the amount of any interest earnings foregone by the General Fund as a result of such cash advance to disbursements made pursuant to said appropriations. The Controller shall use the monthly rate of return earned by the Treasurer on general city pooled cash funds during the period or periods covered by the advance as the basis for computing the amount of interest foregone which is to be credited to the General Fund.

SECTION (30) 32. Whenever the San Francisco County Transportation Authority requests advance funding of the costs of administration or the costs of projects specified in the City and County of San Francisco Transportation Expenditure Plan which will be funded from proceeds of the transactions and use tax as set forth in Article 14 of Part III of the Municipal Code of the City and County of San Francisco, the Controller is hereby authorized to make such advance. The



May 7, 1993

The Honorable Board of Supervisors
City and County of San Francisco
Room 235, City Hall
San Francisco, CA 94102

Attention: John L. Taylor
Clerk of the Board

Re: 1993-94 Annual Salary Ordinance

Dear Mr. Taylor:

Attached hereto are schedules of charges and deductions for maintenance under Section 1.3-C of the Annual Salary Ordinance commencing July 1, 1993.

We have included comparative summaries of meal, lodging, and laundry costs furnished to employees. Costs were compiled from departmental data on rates as established in the 1992-93 Annual Salary Ordinance.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Ed Harrington", with a stylized flourish at the end.

Edward Harrington
Controller

EH:SM:lg-asorates 93

Attachments

	<u>1992-93</u>	<u>1993-94</u>
1. <u>MEALS</u>		
A. Hetch Hetchy Boarding Hours (Except O'Shaughnessy guest cottage)		
Breakfast, per meal	\$ 4.00	\$ 5.00
Lunch, per meal	9.00	10.00
Dinner, per meal	14.00	18.00
B. O'Shaughnessy guest cottage		
Breakfast, per meal	\$ 13.00	\$ 12.00
Lunch, per meal	18.00	18.00
Dinner, per meal	25.00	25.00
Room, cottage	27.00	27.00
Room, bunk house	16.00	16.00
C. Department of Public Health		
Breakfast, per meal		
Laguna Honda Hospital	\$ 4.50	\$ 4.39
San Francisco General Hospital	4.30	4.24
Lunch, per meal		
Laguna Honda Hospital	\$ 5.60	\$ 5.47
San Francisco General Hospital	6.70	6.57
Dinner, per meal		
Laguna Honda Hospital	\$ 5.15	\$ 5.16
San Francisco General Hospital	7.30	7.10
D. Juvenile Court		
All institution, per meal	\$ 5.50	\$ 5.50
E. Recreation and Park - Camp Mather		
per meal	\$ 4.40	\$ 6.00
F. Sheriff		
All jails, per meal	\$ 1.20	\$ 1.20

2. LAUNDRY

(With the exception of the free
laundering of uniforms for interns,
residents, nurses, kitchen helpers
and other employees.)

per pound	\$.46	\$.45
-----------	--------	--------

	<u>1992-93</u>	<u>1993-94</u>
3. <u>ROOM</u>		
(With the exception of free rooms furnished to interns and residents.)		
per bi-weekly pay period	\$175.00	\$166.53
per person, per night	17.50	23.79

HOUSE OR APARTMENT

Unless otherwise specified, lodging for all facilities except Hetch Hetchy Project, \$50.00 per room per month, or in accordance with the recommendation of the Director of Property on the request of the Department Head.

BOARD - COST PER MEAL (see note)

Hetch Hetchy Boarding House (Except O'Shaughnessy guest cottage)	\$ 8.99	\$ 11.08
O'Shaughnessy guest cottage	\$ 16.00	\$ 27.18
Other Departments and Institutions		
Laguna Honda Hospital		
Breakfast, per meal	\$ 4.47	\$ 4.39
Lunch, per meal	5.60	5.47
Dinner, per meal	5.14	5.16
Average, per meal	5.20	5.16
San Francisco General Hospital		
Breakfast, per meal	\$ 4.29	\$ 4.24
Lunch, per meal	6.68	6.57
Dinner, per meal	7.30	7.10
Average, per meal	6.09	6.06
Juvenile Court		
Log Cabin Ranch School		
Average	\$ 5.62	\$ 5.50
Juvenile Hall		
Average	\$ 5.37	\$ 5.50
Average cost per meal-Juvenile Court	\$ 5.50	\$ 5.50

	<u>1992-93</u>	<u>1993-94</u>
Recreation and Park Camp Mather Average	\$ 4.42	\$ 6.00
Sheriff All jails, average	\$ 1.20	\$ 1.20

LAUNDRY

San Francisco General Hospital Unit cost per round	\$.46	\$.45
---	--------	--------

LODGING

San Francisco General Hospital Room, per person per month	\$361.00	\$366.79
--	----------	----------

NOTE: Sales of meals by employers to employees are subject to state sales tax. Thus, meals sold to employees by the City and County are subject to 8.5% sales tax. The meal cost figures and the 1992-93 Annual Salary Ordinance rates stated in the schedules do not include any provisions for 8.5% sales tax payable by the City to the State.

RECOMMENDATIONS BY THE
BUDGET ANALYST
ON THE INTERIM BUDGET EFFECTIVE JULY, 1993
NEW POSITIONS AND PROGRAMS

Page No./
(Index Code)

Mayor's Office of Children, Youth and Their Families

Page 1743/
Object 190
(324376)

The Children's Services Plan for Fiscal Year 1993-94 includes allocations of \$143,610 for Special Projects in the Job Readiness, Education and Training category and \$116,901 in the Delinquency Prevention, Education, Recreation, Libraries category. The Mayor's Office of Children, Youth and Their Families (MOCYF) intend to use \$150,000 of this funding included in their 1993-94 budget request for summer youth recreation and jobs programs. The MOCYF has initiated a request for proposal process (RFP) with a June 18, 1993 deadline for these programs. Therefore MOCYF proposes appropriating \$150,000 but reserving the full \$150,000 pending final selection of the contractors.

Page 1538/
Object 001
(620401)

Recreation and Park Department

Maint. Op. of Marina Yacht Harbor

1 1630 Account Clerk \$30,000

This position would be a full-time permanent position replacing a half-time temporary employee, resulting in an increase of half of a full time equivalent position. The Budget Analyst recommended half of a full time equivalent position in the Management Audit of the Marina Yacht Harbor for purposes of managing the Yacht Harbor waiting list and boat transfers for assigning vacant berths.

Page 1535/
Object 001
(375899)

Development and Planning

Natural Areas Management Plan

1 3418 Gardner Supervisor \$40,414

This position is requested to provide supervision to a youth group that will be doing a natural habitat restoration project this summer.

**RECOMMENDATIONS BY THE
BUDGET ANALYST
ON THE INTERIM BUDGET EFFECTIVE JULY, 1993**

NEW POSITIONS AND PROGRAMS

Page 1565 & 1566/ Object 001 (620799)	Development and Planning	
	1 1446 Secretary II	\$36,566
	1 5282 Planner IV	66,111
	3 3417 Gardner	117,921
	2 3434 Tree Topper	86,548
	1 3436 Tree Topper Supvr.	51,287
	1 7328 Operation Engineer	<u>56,533</u>
	Total	\$414,966

This group of positions would be fully funded from the 1992 Golden Gate Bond Fund. These positions are needed to manage the improvements at five parks and various infrastructure projects including a new water supply and distribution system, erosion control, reforestation, rehabilitation of pathways, restrooms and provision of disabled access.

Item 3 - File 207-93-3.1

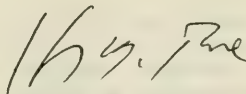
1. This is a hearing to consider creating a 911 standby service fee.
2. According to Mr. Burke Delventhal, Deputy City Attorney, such a fee could be created only if the costs of supporting the 911 Emergency Dispatch System were apportioned fairly amongst all users of the telephone system. Therefore, appropriate fees would have to be established for each type of telephone user that fairly reflects the burden such users place on the costs of the 911 System.
3. The Mayor's Office began work on the cost allocation analysis needed to support the institution of such a fee. However, the analysis was not completed and a final ordinance creating the fee was not forwarded to the Board of Supervisors. Reportedly, a preliminary analysis estimated that, based on a \$0.50 fee per month per telephone line, such a 911 fee would produce approximately \$6.4 million annually. However, the Budget Analyst has not been provided with the analysis or source data to confirm this estimate.

Memo to Budget Committee
June 23, 1993

Item 4 - File 123-93-5

This item is a hearing to consider the establishment of recurring Street Use Occupancy Fees.

The attached memorandum from the Director of Public Works indicates that revenues from subject fees could exceed \$12 million annually.



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey



June 10, 1993

Through: Mr. Rudolf Nothenberg
Chief Administrative Officer

Supervisor Carole Migden
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

Dear Supervisor Migden:

We have completed a preliminary investigation in response to your request regarding potential revenue related to right-of-way occupancy, specifically, occupancy of sub-sidewalk basements.

Lacking thorough market rate analysis and/or specific site appraisal, the Department of Real Estate provided a conservative sub-sidewalk occupancy use rate as follows:

<u>AREA</u>	<u>ANNUAL USE FEE</u>
Downtown District	\$7.00 per square foot annually
Neighborhood Commercial	\$4.50 per square foot annually
Industrial	\$2.00 per square foot annually

A review of the Downtown Area bounded by Broadway, Folsom Street, Jones and 7th Streets and the Embarcadero, revealed that there is approximately 3,600,000 square feet of sidewalk space as shown on the attached maps. The percentage of sub-sidewalk space occupied per block is unknown at this time, but believed to be great. Using 50% occupancy as an assumption, we project that this area could produce revenues in excess of \$12-million annually.

In preparing this report, we determined that neither Public Works nor the Assessor's Office sort records in a manner that would provide the requested information. In other words, there is no listing of properties occupying sub-sidewalk space.

In order to further pursue this issue, it would be necessary to obtain actual occupancy information. This could be accomplished in several ways with varying degrees of success and/or response, as follows:

<u>Method</u>	<u>Projected Rate of Success/Response</u>
Direct Mailing	20%
New Permit Application Review	100%*
Sidewalk Surface Inspections	70%
Site Inspections**	100%

* 100% of those buildings occupying space that apply for building permits. In the last 36 months, 81 building permits were issued, occupying 83,000 square feet valued at approximately \$500,000 annually.

** Specific site inspections would be costly and would also require Building Inspectors to cite and abate all building code violations noted during the inspection.

Supervisor Carole Migden

June 11, 1993

Page - 2 -

If you should choose to pursue establishing this "occupancy fee", I recommend that sidewalk surface inspections of the subject area be performed in an effort to identify actual occupancy, by noting the existence of glass sidewalk skylights, sidewalk elevators, PG&E transformer lift-out panels, etc. This should identify at least 70% of the properties occupying sub-sidewalk space.

The cost to complete the field inspection of approximately 181 blocks in the above-mentioned Downtown Area and provide a listing of property addresses and corresponding owners occupying sub-sidewalk space is projected to be \$30,000, based on 545 staff hours. However, a sidewalk surface inspection will not, in most cases, indicate to what extent the sub-sidewalk area is occupied. One solution to this might be to send a follow up letter requiring the subject property owners to provide us with the dimensions of the occupied area. Perhaps site inspections would be required for those properties whose owners do not respond to the letter.

Please note that in today's poor economic conditions, implementing this fee might be perceived as anti-business. DPW has suggested similar fees in past years to the Public Works Committee and the Mayor's Office with no direction to proceed.

In addition to the information you have requested, enclosed is a copy of our response to "Employee Cost Saving Suggestion" No. 90.009 which suggests a sidewalk tax.

For additional information regarding this issue, please contact Ms. Denise Brady, Chief of the Bureau of Street-Use and Mapping at 554-5800.

Very truly yours,

John E. Cribbs

Director of Public Works

Enclosures as stated.

cc: Mr. John L. Taylor
Clerk of the Board

DB/NE:ear

EMPLOYEE COST SAVING SUGGESTION PROGRAM
DEPARTMENT RESPONSE FORM

PUBLIC WORKS 90.009
Department Suggestion No.

Does the Department intend to put this suggestion in place?

X
yes no

If yes, by what date can this be done?
Fee authority and mechanism could be established by end of first
quarter of FY 93-94

Please provide a brief explanation of the Department's decision,
attaching additional pages if necessary.

Please see attached sheet and letters.

Should this suggestion be reviewed by other Departments?
The "Brake Tax" should be reviewed by San Francisco Police Department

Please estimate the potential savings this suggestion could
achieve in FY 93-94 and in following years.

Unknown potential at this time

Does the Department recommend that the employee who made this
suggestion receive an award?
Yes

Additional Department comments

Department of Public Works - Suggestion NO. 90.009

This report is in response to a cost savings suggestion made by Josef Elias dated April 21, 1993.

Please note that Mr. Elias makes several suggestions and statements in his letter; namely, suggesting that a "sidewalk tax" and a vehicle "brake tax" be established and he noted that double parked trucks and loading and unloading activities are ongoing problems on Clement Street. Both the brake tax and the loading and unloading activity should be addressed by the San Francisco Police Department. This report will focus on the "sidewalk tax" suggestion.

We feel that a Street Use fee (sidewalk tax) above and beyond the recovery of City costs for profit making encroachments such as Flower Stands, Cafe Tables and Chairs, Pay Phones, Produce and/or Merchandise Display can be a new source for City revenue.

In addition, PG&E operates an electrical transformer network throughout the Financial District and south of Market area. All new building construction and most building renovation occurring in the network area since about 1987 has required the property owner to provide space for large transformers (some 12' x 100'). PG&E also mandates that these privately owned vaults be accessible from the street at all times. Therefore, property developers must sacrifice their most valuable ground floor retail space or opt to occupy the sub-sidewalk area of the public right-of-way for free. Please note that all permits issued thus far contain language reserving the right for the Board of Supervisors to charge a reoccurring street use fee (rent).

In other cases, buildings are designed with basements that extend under the sidewalk typically extending to the curb line. In some cases, tenants are paying per square foot rent to property owners for this area while the property owner pays no rent to the City for revocable permission to use this public space.

If the Board feels that charging reoccurring fees for the above cited street-use activities is appropriate, then the Board could request the City Attorney to recommend an appropriate vehicle for authorizing the fee and the Department of Real Estate to establish an equitable formula for evaluating the street use.

The Department of Public Works would need to recover our costs of processing, inspecting and regulating the street-use and collection of fees. All remaining fees could then be deposited into the General Fund.

Please see two attached letters regarding this matter.

90.009

Josef Elias
153-4th Avenue
San Francisco, CA
94118

Cap
SC-119
1

Supervisor Carol Migden,
CITY HALL, Room 235
San Francisco, CA

Dear Supervisor Migden:

Re: Your letter to all City Employees
on Cost-cutting ideas, et al.

My suggestion is: Can there be a sidewalk tax? I mean, (a tax?) levied to regulate Fruit & Vegetable Stands and other forms of intrusion upon the right of pedestrians to navigate an errand without frustration.

The effort would be appreciated -- especially along Clement Street. The 400-500-600-700 blocks are the worst offenders, including the cross streets. 8th Avenue from Clement south to the City Parking Lot (usually referred to as Clement Street Lot #1) is the best example. This area is literally smothered by the locust-type industry of garden truck behind garden truck behind meat truck, double-parked in a row, stacking loads at the curb in legitimate parking spots and on the sidewalk as well. Too, they invade the Parking Lot #1 and ignore the time limit.

This activity is not simply a morning-to-noon ritual. It goes on all day long, followed by the crate collectors, scavaging cardboard and soft wood. They often use the entire sidewalk as workhorses to breakup the crates and boxes for loading. Relentless. I hear complaints all the time

The other suggestion is: A Brake Tag. Once a year, drivers must have their brakes checked. New Orleans is flat yet requires it. The hills here make it a more than reasonable Safety-First tax.


Josef Elias
Parking Meter Repairer
April 21, 1993



INTER-OFFICE MEMO

TO: Ann Branstor

DATE: December 30, 1992

FROM: Vitaly B. Troyan 

SUBJECT: Rental of Sidewalk Space

Per our discussion, I have done some research to see if rental of subsidewalk space could be done "from now on", instead of charging all occupants.

- Discussions with Oakland, San Jose, San Diego, and Los Angeles, revealed that none of them charge ongoing rent.
- If we were to institute a \$15 per sq. ft. rent triggered by remodeling of subsidewalk basement, we would affect roughly a dozen properties a year. At \$15 per sq. ft., the rent would be about \$5,000 per property, per year. This works out to only \$60,000 per year. Furthermore, if the remodeling triggers a rental fee, I would suspect most owners would just cancel the remodeling.
- We also looked at charging \$15 per sq. ft. rental for major encroachments. In 1992, we issued only two major encroachment permits which could generate rent, both for PG&E vaults. This doesn't seem worth the effort.

Based on the above, I would not recommend a "from now on" policy. If a gradual approach is offered, elected officials may wish to start the rent at some small amount such as \$1 per sq. ft. per year for all properties, and then increase it over time to fair market value.

City and County of San Francisco

Department of Public Works
Deputy Director, Public Services



INTER-OFFICE MEMO

TO: Ann Branston
Deputy Director, OFFMA

FROM: Vitaly B. Troyan
Deputy Director, Public Services

SUBJECT: Rental of Sidewalk Space

DATE: May 5, 1992

Given the size of the current budget deficit, it may be time to revisit the issue of charging rent for use of sidewalk and subsidewalk space. Building owners frequently construct basements that extend beyond their property lines out to approximately the curb line. In addition, sidewalk space is frequently occupied by vaults and other encroachments. My conservative estimate is that at least a million square feet of subsidewalk space is used by property owners for free.

Real Estate estimates that the rental value of subsidewalk space in the financial district is approximately \$50 per square foot per year; South of Market - \$15 per square foot per year; and in industrial areas, \$1.50 per square foot per year. The revenue potential of renting this space is self evident.

There are, however, two major disadvantages to rental: (1) rental may not be consistent with the Mayor's pledge of "no new taxes", and (2) rental fees would primarily be paid by downtown interests which could add to the anti-business perception about City government.

The advantages of renting space are: (1) significant annual revenue, and (2) rental of space is an expense that businesses can readily understand. The decision to rent or not to rent become a business decision.

Real Estate believes it may be possible to "grandfather" existing subsidewalk basements and charge rent only to new users. An alternative would be to start including old basements when they are remodeled.

Please discuss this with the Mayor's Office at your next budget meeting. If any interest exists, we may wish to schedule a subsequent meeting with the Mayor's Office, Department of Real Estate and the City Attorney.

S90.07
#2
6/23/93

CALENDAR .. Action
T-1000

DOCUMENTS DEPT.

DEPARTMENTAL BUDGET HEARINGS
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

AUG 27 1996
SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY JUNE 23, 1993 - 1:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS MIGDEN, HSIEH, ALIOTO

1. File 100-93-1. Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1993-94. (Mayor)

CULTURE AND RECREATION

- 07 County Education Office
- 60 Academy of Sciences
- 28 Art Commission
- 46 War Memorial
- 61 Fine Arts Museum
- 62 Asian Art Museum
- 41 Public Library
- 42 Recreation and Park

2. File 168-93-1. [Park and Open Space Fund] Resolution concurring with the general recommendations on the Park and Open Space Fund for Fiscal Year 1993-94, reserving approval or disapproval on specific acquisitions. (Recreation and Park Department)

ACTION: Hearing held. Recommended.

PUBLIC WORKS, TRANSPORTATION AND COMMERCE

- 90 Public Works
- 27 Airport
- 39 Port
- 36 Parking and Traffic
- 75 Electricity
- 40 Public Utilities Commission (PUC)
- 49 PUC Light, Heat and Power
- 32 Hetch Hetchy Project
- 47 Water
- 35 Municipal Railway

ACTION: Departmental hearings held.

3. File 161-93-5. [Red. evelopment Agency Budget] Resolution approving an Interim Budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94. (Redevelopment Agency)
(Continued from 6/16/93)

ACTION: Hearing held. Recommended.

4. File 161-93-5.1. [Redevelopment Agency Budget and Bonds] Resolution approving the Budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94; approving and authorizing an amendment to the indebtedness limitation agreement between Redevelopment Agency and the City and County of San Francisco; and approving the issuance by the agency of bonds in an aggregate principal amount not to exceed \$30,000,000 for the purpose of financing redevelopment activities in Fiscal Year 1993-94. (Redevelopment Agency)

ACTION: Continued to Budget Review meeting June 30, 1993.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 21, 1993

TO: Budget Committee

FROM: Budget Analyst *Recommendations*

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 1993-94 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the Budget Committee budget hearing.

Budget Committee Public Hearing, June 23, 1993 1:00 p.m.

Culture and Recreation

Page

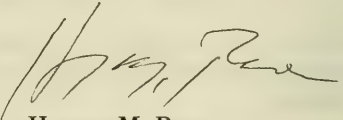
07	County Education Office	1
60	Academy of Sciences	4
28	Art Commission	7
46	War Memorial	11
61	Fine Arts Museums	15
62	Asian Art Museum	20
41	Public Library	25
42	Recreation and Park	32

Item 2 - File 168-93-1 (Park and Open Space Fund)

39a

Public Works, Transportation and Commerce

90	Public Works.....	40
27	Airport.....	86
39	Port.....	91
36	Parking and Traffic	96
75	Electricity	106
40	Public Utilities Commission (PUC).....	114
49	PUC Light, Heat and Power	118
32	Hetch Hetchy Project.....	122
47	Water	128
35	Municipal Railway	136
	San Francisco Redevelopment Agency	148



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Controller
Mayor

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
1369

Department/Division: 07 County Education Office

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,661,918	1,718,638	56,720	3.4
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$1,661,918</u>	<u>\$1,718,638</u>	<u>\$56,720</u>	<u>3.4 %</u>
Adjustments:				
Supplemental Appropriations	\$43,008		(\$43,008)	-100.0 %
Recoveries			0	n/a
Other Revenues			0	n/a
	<u></u>	<u></u>	<u>0</u>	<u>n/a</u>
Total Revenues	\$1,704,926	\$1,718,638	\$13,712	0.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,661,918	\$1,718,638	\$56,720	3.4 %
Supplemental Appropriations	43,008		(43,008)	-100.0
Recoveries			0	n/a
Other Expenditures			0	n/a
	<u></u>	<u></u>	<u>0</u>	<u>n/a</u>
Total Expenditures	\$1,704,926	\$1,718,638	\$13,712	0.8 %
Mayor's Listed Positions:				
Permanent	1.0	1.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	0.00	0.00	0.00	n/a
Other Adjustments			0.00	n/a
	<u></u>	<u></u>	<u>0.00</u>	<u>n/a</u>
Total FTE	1.00	1.00	0.00	0.00 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **07 County Education Office**

Financial Data:

The County Education Department's proposed \$1,718,638 budget for 1993-94 is \$56,720 or 3.4 percent more than the original 1992-93 budget of \$1,661,918. The net decrease from the revised 1992-93 budget to the Standardized budget is \$42,893 or 2.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
County Education Services	\$1,061,918	\$1,118,523	\$1,118,638	\$1,118,638
Children's Baseline	600,000	600,000	600,000	600,000
Subtotal	1,661,918	1,718,523	1,718,638	1,718,638
<u>School Facilities Bond</u>				
School Facilities Improvement	0	43,008	0	0
Total	<u>\$1,661,918</u>	<u>\$1,761,531</u>	<u>\$1,718,638</u>	<u>\$1,718,638</u>

Comments:

1. This Department's proposed budget for FY 1993-94 only includes positions legally mandated and therefore does not contain salary savings in any amount.

2. The Department's operating expenses consist of expenditures required to support the County's share of Board of Education operating expenses.

In accordance with the City Charter and the State Education Code, the City and County government is required to compensate members of the Board of Education, pay a portion of the County Superintendent's salary and pay certain fixed charges. Accordingly, this budget funds the following:

- \$500 per month for the seven members of the Board of Education, totaling \$42,000 annually.
- \$9,512 of the Superintendent's salary.
- \$10,001 for Mandatory Fringe Benefits.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **07 County Education Office**

- \$1,125 for material and supplies, to provide for the expenses of the office of the Superintendent of schools.

3. The proposed 1993-94 budget includes \$1,056,000, which provides funding for the SFUSD sports program. The amount allocated for this purpose is unchanged from 1992-93.

4. The proposed 1993-94 budget includes \$600,000, which provides funding for the SFUSD music program. The funding for this purpose was increased by \$56,000 from the original budget of \$1,000,000 to \$1,056,000 in the revised budget. The amount allocated for this purpose is unchanged from the 1992-93 revised budget.

5. The proposed budget reduction of \$42,893 from the 1992-93 revised budget will not have any impact on services, because the reduction is primarily due to the completion in 1992-93 of a bond-funded improvement project for which funds are not needed in 1993-94.

Recommendation

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 60 Academy of Sciences

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,559,658	1,501,137	(58,521)	-3.8
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$1,559,658</u>	<u>\$1,501,137</u>	<u>(\$58,521)</u>	<u>-3.8 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$1,559,658	\$1,501,137	(\$58,521)	-3.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	1,559,658	1,501,137	(58,521)	-3.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,559,658	\$1,501,137	(\$58,521)	-3.8 %
Mayor's Listed Positions:				
Permanent	9.0	9.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>9.0</u>	<u>9.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.18	0.25	0.07	38.89 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.10)	(0.34)	(0.24)	240.00
Other Adjustments			0.00	n/a
Total FTE	9.08	8.91	(0.17)	(1.87) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **60 Academy of Sciences**

Financial Data:

The Academy of Sciences proposed \$1,501,137 budget for 1993-94 is \$58,521 or approximately 3.8 percent less than the original 1992-93 budget of \$1,559,658. The net decrease from the revised 1992-93 budget to the Standardized budget is \$33,969 or 2.2 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1991-92</u>		<u>Fiscal Year 1992-93</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Academy of Sciences	\$1,559,658	\$1,535,106	\$1,501,137	\$1,501,137

Department Expenditures

1. Major budget reductions for the Academy of Sciences are as follows:

- Permanent Salaries have been reduced by \$13,786 and Fringe Benefits have been reduced by \$10,684 for a total reduction in Permanent Salaries and Fringe Benefits of \$24,470. Overtime pay has been reduced by \$802. The total reduction in labor costs is \$25,272.
- Funds for professional services have been reduced by \$33,249. These professional services are provided by the California Academy of Sciences to operate the aquarium and consist of aquarium personnel costs (salaries and fringe benefits), aquarium operating supplies, support services and occupancy costs.

Comments:

1. The Academy of Sciences reports that the net reduction of \$58,521 in City support of the Academy will increase the already existing shortfall for the maintenance and operation of the Aquarium which has resulted from prior year's budget cuts. The Steinhart bequest, as approved by the voters, requires the City to provide the funds necessary for the maintenance and operation of the Aquarium. The Department advises that the City is not doing so now. The quality pertaining to the display of the Aquarium will be reduced because of the shortage of funds, and the maintenance of the City-owned buildings will be deferred because of the reduction in the staffing of engineers. According to the Department, other reductions in service to the public and maintenance of the facility are contemplated.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **60 Academy of Sciences**

2. The recommended budget of the Academy of Sciences downgrades the only 7335 Senior Engineer to a 7334 Stationary Engineer position (for a total of eight 7334 positions) in order to comply with the Mayor's instructions to eliminate mid-level management positions. The Department reports that one of the eight 7334 positions, which is currently vacant, will remain unfilled for 1993-94.

3. The Department advises that because there must be at least one Stationary Engineer on duty in the Aquarium at all times, overtime is required to cover for personnel on sick leave and vacation.

Recommendations:

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 28 Art Commission

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,330,344	1,254,687	(75,657)	-5.7
Other Departmental Revenue	252,834	286,881	34,047	13.5
Subtotal, Mayor's Budget	<u>\$1,583,178</u>	<u>\$1,541,568</u>	<u>(\$41,610)</u>	<u>-2.6 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		207,917	207,917	n/a
Other Revenues		<u>20,000</u>	<u>20,000</u>	<u>n/a</u>
Total Revenues	\$1,583,178	\$1,769,485	\$186,307	11.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,583,178	\$1,541,568	(\$41,610)	-2.6 %
Supplemental Appropriations			0	n/a
Recoveries		207,917	207,917	n/a
Other Expenditures		<u>20,000</u>	<u>20,000</u>	<u>n/a</u>
Total Expenditures	\$1,583,178	\$1,769,485	\$186,307	11.8 %
Mayor's Listed Positions:				
Permanent	17.0	15.0	-2.0	-11.8 %
Temporary			0.0	n/a
Work Order			<u>0.0</u>	<u>n/a</u>
Subtotal, Mayor's Budget	<u>17.0</u>	<u>15.0</u>	<u>-2.0</u>	<u>-11.8 %</u>
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.09)	(0.22)	(0.13)	144.44
Other Adjustments			<u>0.00</u>	<u>n/a</u>
Total FTE	16.91	14.78	(2.13)	(12.60) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **28 Art Commission**

Financial Data:

The Art Commission's proposed \$1,541,568 budget for 1993-94 is \$41,610 or 2.6 percent less than the original 1992-93 budget of \$1,583,178. The net decrease from the revised 1992-93 budget to the Standardized budget is \$183,876 or 10.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Art Commission Projects	\$700,455	\$700,455	\$699,555	\$699,555
General Expenditures	629,889	616,441	551,975	551,975
Subtotal	<u>\$1,330,344</u>	<u>\$1,316,896</u>	<u>\$1,251,530</u>	<u>\$1,251,530</u>
<u>Grant Fund</u>				
Cal Arts Council Grant Budget expenditure	0	0	20,000	20,000
<u>Hotel Tax</u>				
Neighborhood Art Program	0	(465,467)	0	0
<u>Public Arts Fund</u>				
Art Gallery Program	0	(16,212)	0	0
<u>Street Artist Program Fund</u>	120,209	154,787	127,157	127,157
<u>Market St. Art Maintenance Fund</u>	47,625	98,854	57,881	57,881
<u>Youth Arts Fund</u>	85,000	136,586	85,000	85,000
Work Order	150,802	2,623,115	207,917	207,917
Work Order Recovery	(150,802)	(2,123,115)	(207,917)	(207,917)
Total	<u>\$1,583,178</u>	<u>\$1,725,444</u>	<u>\$1,541,568</u>	<u>\$1,541,568</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 28 Art Commission

Comments:

1. The budget does not include overtime or temporary salaries for FY 1993-94.

2. The only salary savings included in the budget is the 2.43 percent Special Salary Savings which was included for all General Fund miscellaneous salaries.

3. The department does not use City vehicles.

4. New Temporary Position

One new 3542 Curator is budgeted as a temporary position to manage the three year Market Street Art in Transit project, which receives dedicated funding from Gannett Outdoor Company. This position is expected to be funded until July, 1996.

Program: Art Gallery

<u>Position</u>	<u>Number</u>	<u>Amount</u>
3542 Curator	1.0	\$48,443

5. Deleted Permanent Positions

A 1402 Junior Clerk position was deleted by the Mayor's Office. This deletion will result in a layoff.

Program: Administration

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1402 Junior Clerk	(1.0)	(\$26,439)

In addition, 1 1840 Junior Management Assistant in the Street Artist Program, which was budgeted but unfunded in 1992-93, will be deleted in 1993-94.

Therefore there is a reduction of two permanent positions and an increase in one temporary position, resulting in a net decrease of one position.

6. Personal Services Contracts

The Art Commission will utilize personal service contracts in the total amount of \$545,000 in FY 1993-94 for decorations and marketing services for the annual pops concert and for the services of artists. Because each art project is different, the Commission utilizes the following process in selecting outside contractors/artists:

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1993-94

Department/Division: **28 Art Commission**

— Art Commission staff meet with client agency and project architect to determine general direction of art project (i.e., whether the Department will purchase a work of art, commission a work of art, or involve the artists in the design process).

— A recruitment method for the project is developed and submitted to the Human Rights Commission for approval.

— The project is publicly announced and a prospectus or Request for Qualifications is developed and distributed to artists, arts and community organizations, art departments at universities, and to a multi-cultural resource list in an effort to reach out to artists of color.

— A selection panel is established including arts professionals and community members, with an ethnic and gender balance maintained.

— The selection panel's recommendations are presented to the Visual Arts Committee at a public hearing. The Visual Arts Committee's recommendations are presented to the full Art Commission for final approval.

8. The Department reports that the impact of the proposed budget reductions on services would be as follows:

The Commission owns four buildings. Four Cultural Centers operate out of the buildings: the South of Market Cultural Center, the Center for African American Art and Culture, Mission Cultural Center, and the Chinese Cultural Center. Previously the Art Commission gave each Center support by funding their costs for Light, Heat, and Power. However, these funds for Light, Heat and Power have been deleted from the proposed 1993-94 budget. Each Cultural Center will make accommodations to the reduced support differently. The Art Commission expects that some, if not all, of the Centers will reduce their hours of operation.

The deletion of the 1402 Junior Clerk will result in the loss of reception services at the Commission. The remaining staff will assume the reception duties. The Department reports that its staff already works in excess of 40 hours per week without any overtime pay and that this deletion will increase the amount of unpaid overtime.

Recommendation:

None.

**BUDGET REVIEW FORM
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Page

Department/Division: 46 War Memorial

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	5,673,715	5,778,717	105,002	1.9
Subtotal, Mayor's Budget	\$5,673,715	\$5,778,717	\$105,002	1.9 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$5,673,715	\$5,778,717	\$105,002	1.9 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$5,673,715	\$5,778,717	\$105,002	1.9 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$5,673,715	\$5,778,717	\$105,002	1.9 %
Mayor's Listed Positions:				
Permanent	79.0	79.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	79.0	79.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	3.97	4.19	0.22	5.54 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(1.32)	(1.33)	(0.01)	0.76
Other Adjustments			0.00	n/a
Total FTE	81.65	81.86	0.21	0.26 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **46 - War Memorial**

Financial Data:

The War Memorial's proposed \$5,778,717 budget for 1993-94 is \$105,002 or 1.9 percent greater than the original 1992-93 budget of \$5,673,715. The net increase from the revised 1992-93 budget to the Standardized budget is \$9,529 or less than one percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
War Memorial	\$5,673,715	\$5,769,188	\$5,778,717	\$5,778,717

Department Revenues:

The War Memorial receives an annual percentage allocation of the City's Hotel Tax revenues. On January 11, 1993, the Board of Supervisors adopted an ordinance creating a Cultural Equity Endowment Fund, which reduced the War Memorial's Hotel Tax percentage allocation from 10% to 9.88%. The Mayor's proposed budget freezes the War Memorial's Hotel Tax allocation at the FY 1992-93 level, which is projected to be \$5,717,333, based on legislation which is presently before the Board of Supervisors.

In addition to Hotel Tax revenues, the War Memorial collects revenues from the rental and concessions at the Opera House, Herbst Theatre, Davies Symphony Hall, Zellerbach Rehearsal Hall, Museum of Modern Art and the Green Room. In January, 1993, the War Memorial Board of Trustees approved increases in these rental rates, to be effective July 1, 1993. Overall, \$1,248,150 of these earned revenues are projected for FY 1993-94, an increase of \$18,649 or 1.5% more than the revised FY 1992-93 budget.

Department Expenditures:

The proposed budget includes a position substitution of one 1452 Executive Secretary II position for one 1408 Principal Clerk position, for an annual salary increase of \$1,957 at the top step. Overtime, extended work week and temporary salaries are also proposed to increase slightly, for an overall increase of \$14,837. Citywide Overhead is proposed to increase \$66,308. The most significant increase in the War Memorial's budget is for one-time Equipment Purchases, which are proposed for \$110,674, an increase of \$95,274 from FY 1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

46 War Memorial

Page	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
88	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				\$110,674	\$90,424	*
93	220	Portable Refrigerant Recovery New equipment for Davies Symphony Hall, which is not required to be purchased this fiscal year. Can defer such purchase.	46050Z	1	0	3,000	0	3,000
93	220	Carpet Extractor - Small Eliminate one small carpet extractor, enabling Department to purchase one large and one small carpet extractor this year. This is a replacement item.	46052Z	2	1	6,700	3,350	3,350
103	220	Upholstery Cleaner Delete new equipment, which is not required to be purchased this year. Can defer such purchase.	46053Z	1	0	2,500	0	2,500
103	220	Outdoor Vacuum Delete new equipment, which is not required to be purchased this year. Can defer such purchase.	46054Z	1	0	3,000	0	3,000
103	220	Electric-Driven Microphone Reels Delete new microphone reels for Herbst Theatre; Department intends to purchase other lights, camera lens and stage monitoring system for Herbst Theatre in FY 1993-94.	46058Z	2		4,400	0	4,400

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

46 War Memorial

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
1593	220	Patch Bay System Delete new sound system for Herbst Theatre; Department intends to purchase other lights, camera lens and stage monitoring system for Herbst Theatre in FY 1993-94.	46062Z	1	0	\$4,000	0	\$4,000
Total Recommended Reductions								\$20,250

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 61 Fine Arts

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	4,121,780	3,330,956	(790,824)	-19.2
Other Departmental Revenue	136,272	136,969	697	0.5
Subtotal, Mayor's Budget	<u>\$4,258,052</u>	<u>\$3,467,925</u>	<u>(\$790,127)</u>	<u>-18.6</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a
Recoveries			0	n/a
Other Revenues	751,819	546,187	205,632	-27.4
Total Revenues	\$5,009,871	\$4,014,112	(\$995,759)	-19.9
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,258,052	\$3,467,925	(\$790,127)	-18.6
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$4,258,052	\$3,467,925	(\$790,127)	-18.6
Mayor's Listed Positions:				
Permanent	74.0	21.0	-53.0	-71.6
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>74.0</u>	<u>21.0</u>	<u>-53.0</u>	<u>-71.6</u>
Adjustments (FTE):				
Overtime/Temporary	0.86	8.29	7.43	863.95
Supplemental Appropriations			0.00	n/a
Salary Savings	(2.23)	(0.75)	1.48	(66.37)
Other Adjustments			0.00	n/a
Total FTE	72.63	28.54	(44.09)	(60.70)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **61 Fine Arts Museums**

Financial Data:

The Fine Arts Museums' proposed \$3,467,925 budget for 1993-94 is \$790,127 or approximately 18.6 percent less than the original 1992-93 budget of \$4,258,052. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 979,163 or 22 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Operations and Maintenance*	\$4,121,780	\$4,062,939	\$3,330,956	\$3,330,956
Admissions Fund	<u>136,272</u>	<u>384,149</u>	<u>136,969</u>	<u>136,969</u>
TOTAL	\$4,258,052	\$4,447,088	\$3,467,925	\$3,467,925

*1992-93 is General Fund, 1993-94 is Hotel Tax Fund

Department Revenues

Admission Fund revenues are budgeted at \$956,250 for Fiscal Year 1993-94, a decrease of \$307,750, or 24.3 percent, from the \$1,264,000 budgeted for 1992-93. Of the total Admission Fund Revenues, \$136,969 is budgeted as a Special Fund expense as shown above. Admission Fund revenues for both the Fine Arts and the Asian Art Museums accrue to the Fine Arts Museums. Fine Arts receives two-thirds of net amount of Admission Fund revenues less expenses and the Asian Art Museum receives one-third of this net amount. As such, the Fine Arts Museums would receive \$546,187 in Admission Fund revenues for 1993-94 (\$956,250 less \$136,969 x 2/3). The Asian Art Museum would receive \$273,094 (\$956,250 less \$136,969 x 1/3). The Department advises that the 24.3 percent decrease in gross revenues is due to the closure of the Palace of the Legion of Honor for extensive seismic renovation.

Department Expenditures

1. A substantial reduction in staffing is proposed for the Fine Arts Museums as follows:

Permanent Salaries have been reduced by \$1,880,399, with a corresponding reduction in Fringe Benefits of \$526,512. This reduction reflects the elimination of the following 53 positions:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **61 Fine Arts Museums**

Class	Title	Position Count 92-93	Position Count 93-94	Change	Amount
2708	Custodian	5	0	5	\$121,416
2718	Custodial Supervisor I	1	0	1	36,722
8202	Security Guard	3	0	3	109,164
8206	Institutional Police Captain	1	0	1	54,512
8226	Museum Guard	36	0	36	1,307,986
8228	Senior Museum Guard	6	0	6	205,629
8230	Chief Museum Guard	1	0	1	44,970
Total Reduction		53	0	53	\$1,880,399

All guard and custodial positions would be deleted in order to realize budget savings by performing these functions through contractual services, which are expected to begin in September, 1993. Overtime and holiday pay have been reduced by \$32,371 and \$57,010 respectively.

The Mayor's Office has proposed to include \$1,378,333 in Professional Services appropriations in order to allow for contractual service funds for guard and custodial activities. According to the Mayor's Office, the proposed \$1,378,333 for contractual guard and custodial activities represents a net savings of \$622,408 to the City in overall labor costs and is based upon the results of a survey of such bid amounts.

Comments:

1. The Fine Arts Museums reports that the proposed budget would result in approximately 50 layoffs affecting security guard and custodial staff. The Department advises that security and custodial services would not be impacted under the proposed budget because these services would be provided under contractual arrangements intended to begin September 1, 1993. However, if the proposal to contract out for these positions is abandoned, the Department states that there would be a significant impact on the Museums' ability to perform security and custodial activities.

2. The Mayor's Office proposes that the City's support for the museums be shifted from the General Fund to the Hotel Tax Fund. The Hotel Room Tax is currently 11 percent of Hotel Room revenues. Legislation is pending before the Board of Supervisors to amend Part III of the San Francisco Municipal Code to allocate Hotel Tax revenues to the Asian Art and Fine Arts Museums. The proposed ordinance would allocate the Hotel Tax Fund revenues as follows for Fiscal Year 1993-94 :

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **61 Fine Arts Museums**

<u>Description</u>	<u>Allocation</u>	<u>Estimated FY 93-94</u>
<u>Hotel Room Tax Revenue</u>		
Surcharges	4.00%	\$29,900,000
Basic Tax	<u>8.00%</u>	<u>61,176,000</u>
Total Hotel Tax Revenue	12.00%	<u>\$91,076,000</u>
<u>Basic Hotel Tax (8%)</u>		
Moscone Center:		
Convention Facilities	39.25%	\$24,012,800
Convention Bureau	9.35%	5,717,333
Low Income Housing	5.89%	<u>3,601,899</u>
Total Moscone Center		<u>\$33,332,032</u>
Candlestick Park	5.82%	3,561,899
War Memorial	9.35%	5,717,333
Grants for the Arts (CAO)	17.14%	10,484,167
Administration (Tax Collector)	0.16%	98,941
Asian Art Museum	2.16%	1,321,402
Fine Arts Museums	5.56%	3,401,386
General Fund	5.32%	<u>3,258,841</u>
TOTAL HOTEL TAX FUND		\$61,176,001

3. The Mayor is proposing to increase temporary salaries by \$359,231, from \$4,614 to \$363,845 in order to pay guards and custodians through the end of August, 1993 with the anticipated contract services for these activities to begin on September 1.

4. The Department advises that seismic renovation and remodeling of the Palace of the Legion of Honor continues, and approximately \$100 million in temporary seismic reinforcing repairs of the de Young Museum is also continuing. \$2 million has been loaned by the private sector for a seismic reinforcement project of the de Young Museum that is expected to be reimbursed from a future bond measure.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

61 - Fine Arts

Page	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>General Fund</u>								
97	100	Professional Services * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$1,378,333.				\$1,378,333	\$1,378,333	*
97	310	Auto Maintenance (Central Shop) Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				2,207	1,614	\$593
97	313	Civil Service Reduce to actual 1992-93 expenditure level.				680	0	680
97	316	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				1,610	1,078	532
<u>Missions Fund</u>								
000	190	Other Non Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				6,020	3,469	2,551
Total Recommended Reductions								\$4,356

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 62 Asian Arts

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,276,751	1,346,936	70,185	5.5
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$1,276,751</u>	<u>\$1,346,936</u>	<u>\$70,185</u>	5.5 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues	375,909	273,094	102,815	-27.4
Total Revenues	<u>\$1,652,660</u>	<u>\$1,620,030</u>	<u>(\$32,630)</u>	-2.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	1,276,751	1,346,936	\$70,185	5.5 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$1,276,751</u>	<u>\$1,346,936</u>	<u>\$70,185</u>	5.5 %
Mayor's Listed Positions:				
Permanent	17.0	0.0	-17.0	-100.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>17.0</u>	<u>0.0</u>	<u>-17.0</u>	-100.0 %
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.54)	0.00	0.54	(100.00)
Other Adjustments			0.00	n/a
Total FTE	<u>16.46</u>	<u>0.00</u>	<u>(16.46)</u>	(100.00) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **62 Asian Art Museum**

Financial Data:

The Asian Art Museum's proposed \$1,346,936 budget for 1993-94 is \$70,185 or approximately 5.5 percent more than the original 1992-93 budget of \$1,276,751. The net decrease from the revised 1992-93 budget to the Standardized budget is \$86,853 or approximately 6.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Asian Art Museum*	\$1,276,751	\$1,433,789	\$1,346,936	\$1,346,936

*1992-93 is General Fund, 1993-94 is Hotel Tax Fund

Department Revenues

Admission revenues for the Asian Art Museum accrue to the Fine Arts Museums. The Fine Arts Museum receives two-thirds of the net of Admission Fund revenues less Admission Fund expenses and the Asian Art Museum is allocated the remaining one-third of this net amount. The Fine Arts Museums' gross Admission Fund revenues are budgeted at \$956,250 for Fiscal Year 1993-94, a decrease of \$307,750, or 24.3 percent, from the \$1,264,000 budgeted for 1992-93. Of the total Admission Fund Revenues, \$136,969 is budgeted as a Fine Arts Museums Special Fund expense. The Fine Arts Museums would receive \$546,187 in Admission Fund revenues for 1993-94 (\$956,250 less \$136,969 x 2/3) and the Asian Art Museum would receive \$273,094 (\$956,250 less \$136,969 x 1/3). The Department advises that the 24.3 percent decrease in overall revenues is due to the closure of the Palace of the Legion of Honor for extensive seismic renovation.

Department Expenditures

The Mayor's proposed budget deletes the Museum's 17 permanent positions. These positions are to be funded by the Asian Art Museum Foundation, the private-arm of the Asian Art Museum. As such, Permanent Salaries would be reduced by \$753,647, Premium Pay would be reduced by \$10,766 and Mandatory Fringe Benefits would be reduced by \$188,412 for a total reduction for personal services of \$952,825. The reduction in Permanent Salaries supported by the General Fund would be as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **62 Asian Art Museum**

Class	Title	Position Count 92-93	Position Count 93-94	Change	Amount
1426	Senior Clerk Typist	1	0	1	\$29,222
1446	Secretary II*	1	0	1	36,566
1632	Senior Account Clerk*	1	0	1	27,637
3518	Associate Museum Conservator	1	0	1	46,129
3520	Museum	1	0	1	31,243
3522	Senior Museum Preparator	1	0	1	36,384
3524	Principal Museum Preparator	1	0	1	40,498
3529	Museum Conservator	1	0	1	55,984
3544	Curator III	1	0	1	47,215
3546	Curator IV	4	0	4	239,807
3556	Museum Registrar	1	0	1	34,923
3558	Senior Museum Registrar	1	0	1	47,685
3588	Deputy Director & Chief Operator	1	0	1	26,509
3633	Librarian II	1	0	1	<u>53,845</u>
Total Reduction in Permanent Salaries		17	0	17	\$753,647

*Vacant positions

Department Budget Increases

The Mayor's proposed budget includes shifting existing staff to the Asian Art Museum Foundation (AAMF) and contracting out these positions. Two months of Permanent Salaries will now be funded from Temporary Salaries (July 1, 1993 through August 31, 1993). The Mayor proposes a \$827,793 increase in the Professional Services account, from \$87,913 to \$915,706, to contract out for 10 months of these services (September 1, 1993 through June 30, 1994).

Comments:

1. The Asian Arts Museum advises that the Mayor's proposed budget would result in 15 layoffs, although it is the intent of the Department that the AAMF will carry forward all or most of these positions and their incumbents, including incumbent seniority status and vacation accruals. The Department advises that if all 15 positions are not restored under the AAMF, Museum services could be adversely affected. The Department states that a benefit of the proposed budget is that the Department would have a single, unified personnel system which would foster efficiency and incentive on behalf of its employees, as the Department would have more flexibility in hiring creatively and in rewarding employees.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1993-94

Department/Division: **62 Asian Art Museum**

2. The Mayor's Office proposes that the City's support for the museums be shifted from the General Fund to the Hotel Tax Fund. The Hotel Room Tax is currently 11 percent of Hotel Room revenues. Legislation is pending before the Board of Supervisors to amend Part III of the San Francisco Municipal Code to allocate Hotel Tax revenues to the Asian Art and Fine Arts Museums. The proposed ordinance would allocate the Hotel Tax Fund revenues as follows for Fiscal Year 1993-94 :

<u>Description</u>	<u>Allocation</u>	<u>Estimated FY 93-94</u>
<u>Hotel Room Tax Revenue</u>		
General Fund	4.00%	\$29,900,000
Hotel Tax Fund	<u>8.00%</u>	<u>61,176,000</u>
Total Hotel Tax Revenue	12.00%	<u>\$91,076,000</u>
<u>Hotel Tax Fund (8%)</u>		
Moscone Center:		
Convention Facilities	39.25%	\$24,012,800
Convention Bureau	9.35%	5,717,333
Low Income Housing	5.89%	<u>3,601,899</u>
Total Moscone Center		\$33,332,032
Candlestick Park	5.82%	3,561,899
War Memorial	9.35%	5,717,333
Grants for the Arts (CAO)	17.14%	10,484,167
Administration (Tax Collector)	0.16%	98,941
Asian Art Museum	2.16%	1,321,402
Fine Arts Museums	5.56%	3,401,386
General Fund	5.32%	<u>3,258,841</u>
TOTAL HOTEL TAX FUND		\$61,176,001

3. Two months salaries in the amount of \$152,892, have been shifted to Temporary Salaries to cover the transition period to the Asian Art Museum Foundation.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

62 - Asian Arts Museum

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
07 100	Professional Services				\$915,706	\$881,934	\$33,772
	<p>The recommendation of the Budget Analyst provides for \$794,021 which is the needed amount of funds to contract out for 10 months of the services of the Museum's 17 positions which were previously performed on an in-house basis. The balance of the account of \$87,913 (\$881,934 less \$794,021) is to partially pay for the Asian Art Museum Director's salary.</p>						
Total Recommended Reductions							\$33,772

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: **41 Library**

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$496,014	\$496,014	\$0	0.0
General Fund Unallocated	20,154,192	16,314,898	(3,839,294)	-19.0
Other Departmental Revenue		98,407	98,407	n/a
Subtotal, Mayor's Budget	<u>\$20,650,206</u>	<u>\$16,909,319</u>	<u>(\$3,740,887)</u>	<u>-18.1 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		98,407	98,407	n/a
Total Revenues	\$20,650,206	\$17,007,726	(\$3,642,480)	-17.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$20,650,206	\$16,909,319	(\$3,740,887)	-18.1 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures		98,407	98,407	n/a
Total Expenditures	\$20,650,206	\$17,007,726	(\$3,642,480)	-17.6 %
Mayor's Listed Positions:				
Permanent	337.0	237.0	-100.0	-29.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>337.0</u>	<u>237.0</u>	<u>-100.0</u>	<u>-29.7 %</u>
Adjustments (FTE):				
Overtime/Temporary	37.39	72.39	35.00	93.61 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(14.76)	(18.00)	(3.24)	21.95
Other Adjustments	<u>(1.13)</u>	<u>(4.03)</u>	<u>(2.90)</u>	<u>256.64</u>
Total FTE	358.50	287.36	(71.14)	(19.84) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Financial Data:

The Library's proposed \$16,909,319 budget for 1993-94 is \$3,740,887 or 18.1 percent less than the original 1992-93 budget of \$20,650,206. The net decrease from the revised 1992-93 budget to the Standardized budget is \$3,727,772 or almost 18.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Library Direct Services				
& Acquisitions	\$17,305,862	\$17,254,614	\$10,845,994	\$10,845,994
Library Management	80,000	80,000	2,833,688*	2,833,688*
Children's Baseline	<u>3,264,344</u>	<u>3,302,477</u>	<u>3,229,637</u>	<u>3,229,637</u>
TOTAL	\$20,650,206	\$20,637,091	\$16,909,319	\$16,909,319

*Previously included in Library Direct Services, except Workers Compensation.

The General Fund revenue remains the same as the prior fiscal year at \$496,014. The proposed budget includes \$98,407 for three recurring Federal and State grants that have been shown as revenue for the first time in the FY 1993-94 budget.

Proposed Parcel Tax Ballot Measure

The Public Library budget for FY 1993-94 was designed under the assumption that a Parcel Tax measure will be put before the voters in November, 1993 to raise revenues to pay for Branch and some Main Library Program services for the second six months of the fiscal year. Ms. Julia Friedlander of the City Attorney's Office advises that the parcel tax would not be assessed on the basis of the value of the property, but that no decision has been made as to how the tax will be assessed. The existing School District Parcel Tax assesses a \$46 charge per single family residence or business, and a \$23 charge per dwelling unit for mixed use and multifamily residential projects. Ms. Friedlander states that the School District Parcel Tax model is one type of allocation formula that is under consideration, but she notes that there are a number of other options, including assessments based on the size of the parcel or the size of any buildings on the parcel.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Mr. Bob Golton of the S.F. Unified School District states that the School District Parcel Tax raises approximately \$8 million per year. A similar Library Parcel Tax could thus raise approximately \$4 million in FY 1993-94, by the time the tax was passed by the voters and implemented. Ms. Friedlander advises that the Mayor's Office is working with Library Department administration to develop a specific parcel tax proposal to place on the November, 1993 ballot.

Major Department Expenditure Reductions

1. The Library Department's Permanent Salaries have been reduced by \$4,148,171 from \$12,546,107 to \$8,397,936, or 33.1 percent, with a corresponding reduction in Mandatory Fringe Benefits of \$899,798. The budget provides for only six months of Branch Library services for adults, so all Branch Library personnel except the Chief of Branch Libraries and her secretary, and several Branch-related Main and Administration Program personnel, have been budgeted as six-month temporary positions, to be terminated if the November Parcel Tax ballot measure does not pass. In addition, 7 vacant positions have been eliminated (see following page for position details).

2. Temporary Salary expenditures have been doubled, from approximately \$1.4 million (for Library Pages) to approximately \$2.8 million. The increase reflects the transfer of 78 Branch Program and 22 other permanent positions to six month temporary status.

3. The budget for purchasing of adult books has been reduced from approximately \$1 million in FY 1992-93 to \$637,460 in FY 1993-94 a reduction of 36%.

4. The FY 1993-94 budget contains funding for one Volunteer Coordinator. This position was added in FY 1992-93, supported by a grant from the Friends of the Library. Ms. Buchbinder reports that the Library is currently engaged in negotiations with SEIU regarding what jobs can be performed by volunteers under the MOU, as well as the definition of volunteer supervision that will determine how many Library staff have to be paid a new 5% premium for supervising volunteers that was granted in arbitration.

5. The FY 1993-94 budget contains an increase of approximately \$291,000 in Non-Personal Services. The increase is primarily attributable to the cost of the Main Library telephone network switch, which is part of the Citywide telephone network. The amount included for this purpose is overbudgeted by \$140,000. In addition, the \$98,407 in grant expenditures are shown in this category for the first time.

6. The recommended Children's Baseline budget is approximately \$3.2 million, which includes \$2.9 million for permanent salaries, temporary salaries and fringe benefits, and approximately \$300,000 for book purchases, data processing maintenance, materials and supplies and other existing Children's Services throughout the Library system.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Effect of Expenditure Reductions on Services Provided

1. The recommended Library budget for FY 1993-94 was designed to maintain current levels of Public Library service hours at the Main and Branches for the first six months of the fiscal year. Passage of a Parcel Tax measure, to be put before the voters in November, will allow the Main and Branch Libraries to expand service hours for the remaining six months of FY 1993-94.

If the Parcel Tax measure fails, an estimated 100 temporary Library personnel will be terminated in January, 1995. A summary of the personnel cuts that are expected to occur if the Parcel Tax fails is shown below:

<u>Library Division</u>	<u>Current and July-Dec. 1993</u>	<u>Jan.-June 1994 If No Parcel Tax</u>	<u>Staff Reductions If No Parcel Tax</u>
Main	100	89	(11)
Branches	80	2	(78)
Tech/Auto Services	37	37	0
Support/Admin.	57	46	(11)
Children's Baseline	<u>63</u>	<u>63</u>	<u>0</u>
TOTAL	337	237	(100)

In summary, of the reduction of 100 permanent positions, 7 of these positions are vacant and 93 have been transferred into Temporary Salaries for six months.

Library Personnel Director Diana Buchbinder advises that the actual number of layoffs could be higher than 100, because there are another 110 part-time as-needed staff (already classified as Temporary employees) throughout the system who might also be terminated.

2. If the Parcel Tax fails, the Library anticipates the following reductions in services to meet the proposed budget reduction level:

<u>Library Site/Program</u>	<u>Current & July-Dec. 1993</u>	<u>Jan-June 1994 Without Tax</u>
Main Library	5.5 days/wk 1 night 47 hrs./wk	5 days/week no nights 35 hrs/wk
Resource Branches	6 sites 5 days/wk 1 night 34 hrs/wk	2 sites 5 days/wk 1 night 25 hrs/wk

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Effect of Expenditure Reductions on Services Provided (continued)

<u>Library Site/Program</u>	<u>Current & July-Dec. 1993</u>	<u>Jan-June 1994 Without Tax</u>
Neighborhood Branches	13 sites 5 days/wk 1 night 30-34 hrs/wk	3 sites 5 days/wk 1 night 25 hrs/wk
Reading Centers	7 sites 4 days/wk 20 hrs/wk	0 sites
Library on Wheels	30-33 Stops 4 days/wk	Service discontinued
Library for the Blind	1 site 5 days/wk 1 night 30-34 hrs/wk	Service discontinued

In addition to site-specific reductions in service, systemwide book purchases will decrease, foreign language purchases will be eliminated, and the Library advises that no replacements will be purchased for lost, stolen or damaged items.

3. Of the branches slated for closing if the Parcel Tax Fails, 5 are leased by the City. Library Business Manager Mr. Richard Walsh advises that the lease agreements for these branches states that they are subject to the approval of adequate funding by the Board of Supervisors. Mr. Walsh states that the Public Library will be able to terminate the leases if the Parcel Tax fails and the branches must be closed. However, he cautions that the Department would need an as yet undetermined amount of time to inventory books, arrange storage and vacate the premises, so leases may not be terminated as of January 1, 1994 if the Parcel Tax fails.

4. If the Parcel Tax passes, current levels of service will be continued, and the Library anticipates a variety of service expansions, including adding another day and night of service at the Main and Resource Branch Libraries, upgrading 3 Reading Centers to Neighborhood Branches, restoring the Jails Project that was discontinued in FY 1992-93, and increased purchases of foreign language books, replacement books and multiple copies of books.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 41 Public Library

Effect of Expenditure Reductions on Services Provided (continued)

5. Although the Children's Baseline budget remains virtually the same as in FY 1992-93, the closure of all Reading Centers and 14 Neighborhood and Resource Branches would reduce access of children to the Library system. Library Coordinator of Children's Services, Ms. Toni Bernardi advises that, if the Parcel Tax does not pass, the portion of the Children's Baseline budget that would have been allocated to the closed branches will probably be used to expand children's services at the Main Library and at the branch libraries that remain open. Ms. Bernardi states that the Library has made no firm decisions about how children's services would be provided in the event that the Parcel Tax fails.

6. Construction of the new Main Library will not be affected by the proposed Library budget reduction. That bond-financed project is proceeding on schedule, according to Mr. Walsh, and the new Main Library is scheduled to open in early 1996. In addition, Mr. Walsh reports that the bond-financed expansion of the two busiest Resource Libraries, the Chinatown and Mission Branches, is scheduled to start in late 1993.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

41 Library

<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment</u>	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
<u>y Branches (615294)</u>							
190	Other Non Personal Services				\$84,947	\$84,947	*
	* Reserve \$33,979 for second six months of fiscal year if all branches remain open. If Parcel Tax is not approved, these costs should not be incurred. This amount assumes that the 21 sites slated for closing account for 80% of Branch costs in Object 190.						
130	Materials and Supplies				22,967	22,967	*
	* Reserve \$9,187 for second six months of fiscal year if all branches remain open. If Parcel Tax is not approved, these costs should not be incurred. This amount assumes that the 21 sites slated for closing account for 80% of Branch costs in Object 130.						
<u>y Technical Services (615013)</u>							
190	Other Non-Personal Services				1,087,335	947,335	140,000
	Reduce to eliminate \$140,000 inadvertently added to telephone budget above identified needs.						
<u>y Administrative Support (615021)</u>							
012	Holiday Pay				2,097	2,097	*
	* Reserve \$1,000 for any needed relampings of branch libraries during second half of fiscal year. If branches are closed, no holiday scheduling of relampings will be required.						
Total Recommended Reductions							\$140,000
Total Recommended Reserves							\$44,166

**BUDGET REVIEW FORM
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Department/Division: 42 Recreation and Park Commission

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$232,500	\$0	(232,500)	-100.0
General Fund Unallocated	33,354,220	21,165,657	(12,188,563)	-36.5
Other Departmental Revenue	28,364,215	37,191,344	8,827,129	31.1
Subtotal, Mayor's Budget	\$61,950,935	\$58,357,001	(\$3,593,934)	-5.8 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$61,950,935	\$58,357,001	(\$3,593,934)	-5.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$61,950,935	\$58,357,001	(\$3,593,934)	-5.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$61,950,935	\$58,357,001	(\$3,593,934)	-5.8 %
Mayor's Listed Positions:				
Permanent	873.0	828.0	-45.0	-5.2 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	873.0	828.0	-45.0	-5.2 %
Adjustments (FTE):				
Overtime/Temporary	134.89	124.25	(10.64)	(7.89) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(47.77)	(42.78)	4.99	(10.45)
Other Adjustments			0.00	n/a
Total FTE	960.12	909.47	(50.65)	(5.28) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park**

Financial Data:

The Recreation and Park Department's proposed \$58,357,001 budget for 1993-94 is \$3,593,934 or 5.8 percent less than the original 1992-93 budget of \$61,950,935. The net decrease from the revised 1992-93 budget to the Standardized budget is \$4,591,826 or 7.3 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Regular Recreation	\$ 4,343,345	\$4,332,345	\$ 3,545,043	\$ 3,545,043
Childrens Baseline	8,514,479	8,514,479	8,277,579	8,277,579
Recreation Total	\$12,857,824	\$12,846,824	\$11,822,622	\$11,822,622
Park System	22,737,391	22,712,258	22,112,932	22,112,932
Camp Mather	629,949	629,449	616,700	616,700
Golf Program	2,795,473	2,795,473	2,568,380	2,568,380
ZOO	5,562,621	5,637,517	5,356,093	5,356,093
Admin./Finance/Planning	4,494,393	4,810,733	3,761,151	3,761,151
Candlestick Park	6,324,692	7,182,228	5,874,829	5,874,829
Yacht Harbor	1,145,357	1,191,110	1,401,210	1,401,210
Infrastructure Bond Fund	182,899	182,899	919,184	919,184
Department Wide Expenses	5,220,336	4,960,336	3,923,900	3,923,900
Total	\$61,950,935	\$62,948,827	\$58,357,001	\$58,357,001

Department Revenue:

The Recreation and Park Commission has approved a variety of fee increases. Total Concession Fund revenues, however, are budgeted to decrease by \$2,804,579 from \$27,407,872 to \$24,603,293. The decrease in total revenues is primarily due to reductions in programs for which fees are charged.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park**

Department Expenditures:

1. The proposed budget includes 828 permanent positions or 45 less than the 873 positions approved in the original fiscal year 1992-93 budget. The positions which would be deleted are as follows:

<u>Position Deletions:</u>	<u>No. of Positions</u>	<u>Budgeted Salaries</u>
1244A Senior Personnel Analyst	(1)	\$(49,851)
1336A Asst. to General Mgr.	(1)	(52,039)
1446A Secretary II	(1)	(28,779)
1824A Principal Admin. Analyst	(1)	(65,316)
2708A Custodian	(5)	(55,479)
3238A Dance Instructor	(5)	(33,011)
3250A Orchestra Instructor	(1)	(8,932)
3258A Photography Instructor	(1)	(43,207)
3260A Crafts Instructor	(8)	(182,672)
3287A Assistant Rec. Supv.	(1)	(54,854)
3289A Recreation Supv.	(1)	(42,578)
3292A Assistant Supt.-Rec.	(1)	(52,768)
3302A Vendor	(2)	(46,714)
3306A Rides Attendant	(1)	(23,149)
3342A Zoo Curator	(1)	(54,042)
3417A Gardener	(7)	(54,023)
3418A Gardner Asst. Supv.	(2)	(93,385)
3422A Park Section Supv.	(2)	(86,997)
3424A Pest Control Spec.	(3)	(129,278)
3434A Tree Topper	(1)	(43,274)
5282A Planning IV	(1)	(66,385)
6102A Rodent Control Tech	(1)	(34,526)
6137A Assistant Industrial Hygienist	(1)	(45,480)
7334A Stationary Engineer	(3)	(134,024)
7344A Carpenter	(1)	(51,744)
7514A General Laborer	(2)	(87,084)
8208A Park Patrol Officer	(4)	(145,531)
Total Deletions	(59)	(\$1,765,122)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park**

<u>Position Additions (Grant Funded):</u>	<u>No. of Positions</u>	<u>Budgeted Salaries</u>
1446G Secretary II	1	\$36,566
3417G Gardener	5	196,535
3434G Tree Topper	2	86,548
3436G Tree Topper	1	51,287
5282G Planner IV	2	132,496
7328G Operating Engineer	1	56,533
Subtotal	12	\$559,965
 <u>Position Additions (New)</u>		
1630N Account Clerk	1	30,000
3418N Gardener Asst. Supv.	1	40,414
Total Additions	14	\$630,379
 Net Decrease	 (45)	 (1,134,743)

The department reports that 27 of the positions being deleted and will result in layoffs.

2. For the first time, the Mayor's budget instructions required departments to include recurring grants in the budget. Accordingly, the department has included 12 grant funded positions, noted above, with annual salaries totalling \$559,965. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

3. The new 3418N Gardener Asst. Supv. position would provide supervision to a group of California Youth Corps youth that will be initiating a 2 year natural habitat restoration project starting July 1, 1993. The new 1630N Account Clerk position would replace a half time temporary position doing billing for the Marina Yacht Harbor that is being deleted and would provide an increase of one half time position to assist in maintaining the Marina Yacht Harbor waiting list. The Budget Analyst and the Budget Committee have recommended that both of these positions be approved during the interim budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park**

Comments:

The Department reports that the reductions in the Mayor's budget will reduce services as follows:

- Pool closures at Hamilton, North Beach and Garfield and partial closures at other pools, closure of recreation centers on weekends and reductions in recreation programming.
- Reductions in the Candlestick Park program will result in the deletion of 4 Park Patrol Officer positions (security positions) effective August 31, 1993 and the substitution of a security contract in the amount of \$250,000 for the remaining 10 months.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

42 Recreation and Park Commission

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Maintenance and Operation of Candlestick Park (620179)</u>								
1464	316	Central Shop				\$2,500	\$1,000	\$1,500
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
1464	330	Light, Heat and Power				755,112	655,112	100,000
		Reduce to actual amount recommended by Light, Heat and Power.						
<u>Recreation - Open Space (621532)</u>								
1469	060	Mandatory Fringe Benefits				264,412	204,014	60,398
		To delete mandatory fringe benefits overbudgeted for temporary employees.						
1469	190	Other Non Personal Services				94,500	90,000	4,500
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
1469	130	Materials and Supplies				52,500	50,000	2,500
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
<u>Park System - Open Space (620393)</u>								
1481	001	Permanent Salaries - Misc.				4,769,278	4,555,062	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1550	001	Salary Savings	9993			(57,413)	(271,629)	214,216
		To increase salary savings to prior level.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

42 Recreation and Park Commission

Object	Account Title	Position/ Equipment	Number		Amount		Savings
		Number	From	To	From	To	
11 190	Other Non-Personal Svc. Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				265,000	157,980	107,020
11 130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				152,040	144,800	7,240
<u>Administration - Sp. Concession Fund (621904)</u>							
6 001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,577,000	1,535,600	*
8 001	Electrician	7345 A	1	0	26,400	0	26,400
8 001	General Laborer	7514 A	1	0	15,000	0	15,000
8 001	Electrician	7345 L	0	1	0	26,400	(26,400)
8 001	General Laborer	7514 L	0	1	0	15,000	(15,000)
	To eliminate two permanent positions from the budget and continue funding positions as Limited Tenure (L) because these positions are working on a temporary energy conservation project which is to be completed in December of 1993.						
<u>Marina Yacht Harbor (620401)</u>							
39 190	Other Non-Personal Svc. Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				135,447	122,194	13,253
39 130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				74,312	73,660	652

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

42 Recreation and Park Commission

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
1460	365	CAO - Insurance Risk Management To eliminate premium for insurance not presently available at reasonable cost.				10,000	0	10,000
<u>Camp Mather (621946)</u>								
1506	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				36,192	30,192	6,000
<u>Zoo Operations (621839)</u>								
1529	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				501,146	460,000	41,146
Total Recommended Reductions								\$568,425

Item 2 - File 168-93-1

1. The proposed resolution would indicate the Board of Supervisors concurrence with the joint recommendations of the Recreation and Park Commission and the City Planning Commission concerning expenditure of the fiscal year 1993-94 Open Space Acquisition and Park Renovation Fund, with the reservation by the Board of Supervisors to approve or disapprove any specific acquisitions as provided in the 1993-94 Open Space Budget.

2. Under the provisions of Section 6.413 of the Charter, an annual tax of 2.5 cents per hundred dollars of assessed property valuation is imposed for the Open Space Fund for a period of fifteen years. Fiscal year 1989-90 constituted the fifteenth and last year of this program, which began in 1974. However, in November of 1988, San Francisco voters approved Proposition E which extended the Open Space Acquisition and Park Renovation Fund an additional fifteen years beginning July 1, 1990. Monies for this Fund come from the 2.5 cent property tax rate. Not more than 40 percent of the Fund can be used for maintenance of properties previously acquired. The remaining money in the Fund is spent as follows: (1) at least 40 percent for acquiring and developing property; (2) at least 15 percent for renovation; (3) not more than 25 percent for maintaining property and recreational facilities acquired after FY 1990-91, for programs other than for After-School Recreation programs, and for administration; and (4) at least 20 percent for After-School Recreation programs.

3. The table below shows property tax revenues (plus interest) that have accrued to the Open Space Fund.

<u>Fiscal Year</u>	<u>Open Space Revenues</u>
1975-76	\$2,637,972
1976-77	3,029,297
1977-78	3,414,149
1978-79	3,032,083
1979-80	1,900,000
1980-81	4,879,215
1981-82	5,353,834
1982-83	6,098,608
1983-84	6,810,960
1984-85	7,404,364
1985-86	8,572,212
1986-87	9,261,331
1987-88	10,091,185
1988-89	14,342,299
1989-90	14,834,937
1990-91	14,429,929
1991-92	15,293,750

<u>Fiscal Year</u>	<u>Open Space Revenues</u>
1992-93	15,953,446
1993-94	<u>15,940,000 *</u>
Total	\$163,279,571

* Budgeted

4. The Recreation and Park Department's proposed 1993-94 budget includes the following expenditures from the Open Space Fund (see attachment for budget details):

	<u>Amount</u>	<u>Percent of Total Fund</u>	<u>Percentage of Remainder of Fund</u>
Total Park and Open Space Fund	\$15,940,000	100.0%	
Maintenance of Previously Acquired and Developed Properties	<u>6,380,000</u>	40.0	
Remainder of Fund	<u>9,560,000</u>	60.0	
Acquisition and Development of Property	5,713,500	36.0	59.8%
Renovation	1,266,500	8.0	13.3*
Administration	660,000	4.0	6.9
After-School Program	<u>1,920,000</u>	<u>12.0</u>	<u>20.1</u>
Total allocation of 1992-93 projected revenues	<u>\$9,560,000</u>	<u>60.0</u>	<u>100.0</u>

*Charter Section 6.413(c)6 allows a Renovation allocation of less than 15 percent as long as a five-year average results in a 15 percent allocation to that category.

Comments

1. As noted above, based on information outlined in the spending plan for the total Program Budget of \$15,940,000, the percentage of the Fund proceeds to be expended for acquisition and development of property (at least 40 percent of the Remainder of the Fund) and for the After-School Program (at least 20 percent of the Remainder of the Fund) in 1993-94 conform to Charter provisions.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. The proposed resolution provides that the Board of Supervisors concurrence is made with the joint recommendations of the Recreation and Park Commission and the City Planning Commission concerning proposed 1993-94 Open Space expenditures, with the reservation that the Board of Supervisors may approve or disapprove any specific acquisitions for which funding might be provided in the 1993-94 Open Space budget.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

After school programs have been established at the following sites:

Alamo School Yard, Aptos Middle School Gym, Alvarado School Yard, Luther Burbank, Duboce Park, Sir Francis Drake, Francisco, Francisco Middle, Bret Harte, Hawthorne, Hillcrest Schoolyard, Guadalupe School Yard, Lafayette School Yard, Hillcrest, Horace Mann, Jefferson, Marshall, Larsen, Jean Parker, Lawton, George Peabody, Lincoln, Plaza East, Monroe, Redding, Jose Ortega, Roosevelt, Ping Yuen, Paul Revere, Spring Valley, Junipero Serra, Starr King, Sutter Playground, Visitacion Valley Gym, Commodore Stockton, Visitacion Valley School Yard and Raphael Weill.

B. ACQUISITION AND DEVELOPMENT - \$ 5,713,500 (36%)

See annotated list for project detail.

1.	Bonview Lots	\$ 50,000
2.	Brewster/Franconia Acquisition (Community Garden)	\$ 25,000
3.	Brooks Park Acquisition	\$ -0 *
4.	Evans/Hunters Point Boulevard Triangle	-0-
5.	Mullen/Peralta Acquisition	\$ 100,000
6.	Significant Natural Areas - Funding Bayview Hill	\$1,403,500
	Phase 1--seven acre parcel south of the Key Avenue extension.	
	O'Shaughnessy Hollow Acquisition	
	Hawk Hill	
7.	South of Market Park	\$ 800,000
8.	23rd/Treat Streets Acquisition/Development	\$ 750,000
9.	Chinatown Park	\$ 750,000
10.	Chinatown Branch Library	\$ 120,000
11.	Community Gardens	\$ 50,000
12.	Randall Mus. Environmental Learn. Garden	\$ 50,000
13.	Regional Trails/Twin Peaks	\$ 50,000
14.	Richmond Rec Center	\$ 650,000
15.	Soccer Field Development: Mission Dolores Park (Practice field) Franklin Square	\$ 300,000
22.	Transportation Program, City-Wide: Randall Museum Transportation Program	\$ 120,000 \$ 20,000
24.	Urban Forestry	\$ 275,000
25.	City Attorney	\$ 100,000
26.	Real Estate	\$ 100,000
Total Acquisition and Development		\$5,713,500

*Brooks Park acquisition deleted by Planning Commission action 4/15/93.

C. RENOVATION - \$ 1,266,500 (8%)

See annotated list for project detail.

1.	Alamo School Yard	\$	-0-*
2.	Alioto Mini Park	\$	15,000
6.	Chinese Playground	\$	100,000
7.	Coronado Playground	\$	100,000
12.	Glen Park Tennis Courts	\$	20,000
17.	Herz Playground	\$	10,000
19.	Japan Peace Plaza	\$	50,000
21.	Mountain Lake Park	\$	155,000
24.	Potrero Hill Recreation Center	\$	190,000
25.	Precita Park playground construction	\$	35,500
	design	\$	25,000
28.	Silver Terrace Playground	\$	25,000
32.	West Portal Playground Rehab.	\$	50,000
33.	West Sunset Playground	\$	60,000
34.	On-Going Programs:		
	° Natural Areas Management/Implementation	\$	100,000
	° Disabled Access	\$	50,000
	° Hazardous Materials Abatement	\$	50,000
	° Fencing	\$	50,000
	° Lighting: security	\$	80,000
35.	Automatic Irrigation:	\$	100,000
	° Hamilton		
	° McCoppin		
	° Palace of Fine Arts		
	° Kimbell Field (remaining 1/3)		
	° Midtown Terrace		
	° McKinley Square		
	° Bush Street Mini Park		
	° Balboa (part of)		
	° Page Street Mini Park		
	° Cosco Triangle		

Total Renovation

\$1,266,500

*\$40,000 committee-recommended allocation deleted per advice of City Attorney and reassigned to Significant Natural Areas.

D. MAINTENANCE OF PREVIOUSLY ACQUIRED OPEN SPACE \$6,380,000 (40%)

Personal Services		
Permanent Salaries		\$4,643,896
Holiday Pay		9,569
Premium Pay		5,225
Temporary Salaries		131,405
Subtotal Personal Services	\$4,790,095	
Mandatory Fringes	\$ 986,971	
Non-Personal Services		
Use of Employee Car		\$ 2,500
Other Contractual Services		153,594
Telephone		9,200
Material and Supplies		152,040
Subtotal Non-Personal Services	\$ 317,334	
Equipment Purchase	\$ 120,600	
Services of Other Departments		
Dept. of Electricity		\$ 0
Worker's Compensation		165,000
Subtotal Services of Other Departments	\$ 165,000	
Maintenance Total		\$6,380,000

E. PROGRAM ADMINISTRATION - \$660,000 (4%)

Personal Services	
Permanent Salaries	\$ 241,166
Fringe Benefits	53,130
Temporary Salaries	25,000
Planning Staff	40,000
Subtotal Personal Services	\$ 359,296
Non-Personal Services	
Use of Employee Car	500
Telephone	6,070
Materials and Supplies	7,634
Services of Other Depts.	22,500
Equipment	7,000
Subtotal Non-Personal Services	\$ 43,704
Contractual Services	
Environmental Consultant	\$ 30,000
Golden Gate Park Master Plan	100,000
Natural Areas Plan	100,000
Disabled Employment	20,000
Translation Services	7,000
Subtotal Contractual Services	\$ 257,000
Program Administration Total	\$ 660,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 90 Department of Public Works

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,570,000	\$1,570,000	\$0	0.0
General Fund Unallocated	7,729,243	6,659,310	(1,069,933)	-13.8
Other Departmental Revenue	156,582,543	163,794,173	7,211,630	4.6
Subtotal, Mayor's Budget	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Mayor's Listed Positions:				
Permanent	1,902.0	1,829.0	-73.0	-3.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	1,902.0	1,829.0	-73.0	-3.8 %
Adjustments (FTE):				
Overtime/Temporary	106.09	233.38	127.29	119.98 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(160.00)	(119.14)	40.86	(25.54)
Other Adjustments			0.00	n/a
Total FTE	1848.09	1943.24	95.15	5.15 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **90 - Department of Public Works**

Financial Data:

The Department of Public Works proposed \$172,023,483 budget for 1993-94 is \$6,141,697 or 3.7 percent more than the original 1992-93 budget of \$165,881,786. The net increase from the revised 1992-93 budget to the Standardized budget is \$11,009,672 or 6.8 percent.

Summary of Budgeted Activities:

<u>Bureau</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
General Administration	\$ 0	\$ (125,000)	\$ 0	\$ 0
Architecture	0	0	0	0
Building Inspection	19,088,810	19,632,908	18,267,622	18,267,622
Building Repair	6,902,059	6,902,059	6,400,950	6,400,950
Engineering	54,344,418	49,409,258	54,967,115	54,967,115
Water Pollution Control	49,315,413	49,433,546	55,859,000	55,859,000
Street Cleaning & Urban Forestry	14,595,003	14,595,005	14,354,507	14,354,507
Sewer and Street Repair	14,165,168	14,230,167	14,372,793	14,372,793
Traffic Engineering Ops	0	6,979	0	0
Environmental Regulation & Management	5,201,663	5,273,311	6,046,470	6,046,470
Construction Management	0	201,347	(2)	(2)
Subdivision - Survey & Mapping	<u>2,269,252</u>	<u>1,454,231</u>	<u>1,755,028</u>	<u>1,755,028</u>
Total DPW Bureaus	\$165,881,786	\$161,013,811	\$172,023,483	\$172,023,483

Impact of Mayor's Recommended Budget for 1993-94 on Bureau Services:

The Department of Public Works has identified four bureaus in which services would be impacted by the Mayor's recommended budget for 1993-94. These bureaus include:

Bureau of Building Repair

The Bureau of Building Repair (BBR) is required to budget \$677,849 in additional salary savings. The BBR would achieve a portion of the additional salary saving (\$120,849) by eliminating the services of a 7345 Electrician for emergencies and a 2708 Custodian for regular maintenance at City Hall. The impact on services will be longer down time for computer systems as a result of power problems and the 78 year old master clock system, which controls 150 clocks located throughout City Hall, will be incorrect up to 20 minutes a day in some areas. Departments located at City Hall may wait several days to have fluorescent light ballasts replaced, resulting in partially or completely darkened work areas.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **90 - Department of Public Works**

Further cuts to custodial services at City Hall (\$205,000) will mean reduced service in all offices and vacuuming of carpets will be further limited to twice a week. Waxing and buffing of hallway floors will be done semi-annually rather than monthly. Special Event courtesy work for elected officials, department heads and officially recognized groups would need to be terminated. Funding will be requested for any Rotunda or office event that requires chair set-ups and after party cleaning.

Custodial service reductions to other public buildings (\$352,000) include: Department of Public Health at 101 Grove and various Public Health Centers; Sheriff at 930 Bryant and Harriet Street Facility; Department of Social Services at 150/170 Otis and 1440 Harrison Street; Police Department at District Stations, Pistol Range, Academy; Fire Stations; County Jail; Public Library; Youth Guidance Center; and Animal Care and Control Center. Affected departments could either reduce these services or absorb the costs into their existing budgets, presumably at the expense of other department services.

Bureau of Street Cleaning and Urban Forestry

In order to meet the Mayor's additional recommended salary savings (\$275,895), the Bureau of Street Cleaning and Urban Forestry would keep the equivalent of seven positions vacant over the course of the year. The resulting service impacts would eliminate Sunday manual cleaning and the remaining Manual Sweeping Block routes. Downtown streets would not be kept as clean on Sundays and the streets along the commercial/tourist strips would not be kept as clean where block routes are eliminated. An increase in citizen/business complaints related to the reduced cleaning services can be expected.

Bureau of Street and Sewer Repair

The Bureau of Street and Sewer Repair would achieve the additional salary savings (\$73,816) recommended in the Mayor's 1993-94 budget by keeping the equivalent of one full time position vacant during the course of the year or laying off employees at the end of the fiscal year. The impact on services will result in a 25% reduction in the roadway repair program. In total sixty-six (66) standard city blocks would not be repaired.

Bureau of Subdivision Surveys and Mapping

The Bureau will achieve the additional salary savings (\$26,634) identified in the Mayor's recommended 1993-94 budget by keeping a Street Inspector position vacant until after the first quarter of the fiscal year. The vacancy would increase response time to hazardous side walk complaints and claims investigations. The situation increases the City's exposure to liability.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/Revenues

<u>Page</u>	<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u>	<u>To</u>	<u>Amount</u> <u>From</u>	<u>To</u>	<u>Savings</u>
667	7237	Street Space					\$400,000	\$450,000	\$50,000
667	7244	Permit Phone Booth					685,000	695,000	10,000
		Increase based on a projection of actual 92-93 revenues received.							
<hr/>									
<u>Total Recommended Revenue Increases</u>									\$60,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/01 Administration

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
673	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$6,407,472	\$6,142,044	*
858	001	Sr. Account Clerk Position currently vacant; duties can be reassigned to other personnel.	1632	5	4	174,789	144,419	\$30,370
858	001	Sr. Accountant Position currently vacant; duties can be reassigned to other personnel.	1652	9	8	400,740	356,216	44,524
859	001	Salary Savings Increase to current year's amount.	9993	0	0	(118,767)	(309,301)	190,534
673	010	Overtime Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				62,645	49,948	12,697
673	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				26,074	14,390	11,684
673	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,333,907	1,264,376	69,531
673	100	Professional Services Reduce \$10,000 each from Indirect Cost Plan Review and Special Investigations.				300,610	280,610	20,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/01 Administration

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
673	112	Travel Reduce by 10 percent.				\$14,155	\$12,740	\$1,415
673	113	Training Reduce by \$5,000 related to management training programs.				48,000	43,000	5,000
673	129	Entertainment Not justified.				100	0	100
674	313	Civil Service Reduce number of managers to be trained by one-fourth.				32,260	24,195	8,065
673	220	Equipment Purchases * The recommended reduction in equipment is the total of the following specific recommendations.				332,375	285,575	*
928	220	Scanner	90104Z	1	0	1,300	0	1,300
928	220	PC Upgrade	90105Z	1	0	3,100	0	3,100
928	220	Cobol Debugger	90112Z	1	0	5,000	0	5,000
928	220	CD ROM Drives	90113Z	3	0	3,000	0	3,000
928	220	LAN Servers	90125Z	2	0	29,900	0	29,900
928	220	Personal Computer	90132Z	1	0	2,500	0	2,500
928	220	HP Printer	90133Z	1	0	2,000	0	2,000
		Equipment not justified.						
Total Recommended Reductions								\$440,720

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/02 Architecture

Page			Position/ Equipment	Number	Amount			
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau Overhead (772012)</u>								
680	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$778,412	\$757,074	*
862	001	Salary Savings Reflects current year amount of salary savings.	9993			0	(21,338)	\$21,338
680	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				9,600	4,440	5,160
680	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				191,600	186,265	5,335
680	100	Professional Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				3,000	2,000	1,000
680	112	Travel Reduce to 1992-93 level of funding.				18,525	9,850	8,675
680	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				91,098	63,158	27,940
680	129	Entertainment and Promotion Not justified.				200	0	200

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/02 Architecture

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
680	144	Membership Dues Reduce number of memberships to AIA.				2,896	1,573	1,323
680	190	Other Non-Personal Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. Also less office space will be needed because the Mayor's recommended budget reduces requested new positions by the Department by eight from 11 to three.				890,950	837,057	53,893
680	130	Materials and Supplies Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. In addition new furniture for the workstations deleted by the Mayor's recommended budget will not be needed.				290,425	255,355	35,070
681	310	Central Shops				12,301	8,390	3,911
681	316	Central Shops, Fuel Stock Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				7,241	5,158	2,083
681	370	Workers Compensation Reduce to actual 1992-93 use level.				3,158	1,500	1,658

Interdepartmental Service Fund (772053)

683	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				4,810,248	4,540,889	*
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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/02 Architecture

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
864	001	Secretary II	1446	6	5	219,397	182,831	36,566
864	001	Management Information Systems Specialist I	1811	1	0	40,847	0	40,847
864	001	Architectural Assistant I	5260	10	9	389,476	347,037	42,439
		The Department has not adequately justified the new positions.						
864	001	Salary Savings	9993			0	(149,507)	149,507
		Restore one-half of the amount deleted in the Mayor's budget.						
683	010	Overtime				164,400	144,400	20,000
		Reduce to actual 1992-93 expenditure level.						
683	060	Mandatory Fringe Benefits				1,035,131	967,791	67,340
		Corresponds to reduction in salaries.						
683	112	Travel				7,250	2,900	4,350
		Reduce number of conference participants from five to two.						
		Total Recommended Reductions						
								\$528,635

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/03 - Building Inspection

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Building Inspection Services (774281)								
711	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$10,000,000	\$9,950,000	*
866	001	Salary Savings Provides for increased salary savings. Restores a portion of the salary savings deleted by the Mayor.	9993			(734,650)	(784,650)	\$50,000
711	010	Overtime Reflects actual level of 1992-93 expenditures.				81,619	64,110	17,509
711	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				24,961	13,683	11,278
711	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,072,860	2,060,360	12,500
711	112	Travel Reduce travel costs by 20 percent.				30,725	24,580	6,145
711	113	Training Reduce training costs by 15 percent.				77,965	66,270	11,695
711	144	Membership Dues Reduce cost of membership dues by 20 percent.				3,369	2,695	674

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/03 - Building Inspection

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
711	190	Other Non-Personal Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. Our recommendation still provides for \$72,500 for a new telephone system at 1660 Mission Street.				410,476	376,900	33,576
712	330	Light, Heat and Power Reduce to actual amount recommended by Light, Heat and Power.				18,002	6,006	11,996
712	340	Controller Data Processing Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				70,580	66,024	4,556
<u>Bureau Support Services (774034)</u>								
716	100	Professional Services Reduce need for guard service at 450 McAllister Street by two months due to move to 1660 Mission St. (similar reduction in Department of City Planning budget).				299,734	298,681	1,053
716	129	Entertainment and Promotion Cost has not been adequately justified.				250	0	250
716	190	Other Non-Personal Services Reduce proposed expenditures for subscriptions, non-city printing and pest control.				193,366	188,366	5,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/03 - Building Inspection

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
716	130	Materials and Supplies Reduce to actual 1992-93 expenditure annualized and adjusted by a cost of living factor for 1993-94.				174,200	170,337	3,863
717	313	Civil Service Reduce by one third by delaying management training to next fiscal year.				15,000	10,000	5,000
717	350	Reproduction Reduce to actual 1992-93 expenditure annualized and adjusted by a cost of living factor for 1993-94.				32,651	15,855	16,796
Total Recommended Reductions								\$191,891

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 Public Works/04 Building Repair**

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Maintenance and Operations of Buildings (776005)</u>								
723	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$70,900	\$69,535	\$1,365
723	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				84,905	63,938	20,967
724	319	Public Works Street Cleaning Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. Our recommendation still provides for an additional \$99,468 for workfare operations supervision.				523,515	477,568	45,947
<u>Bureau Overhead (776013)</u>								
725	010	Overtime Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.				27,910	22,348	5,562
725	113	Training Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.				56,750	37,320	19,430
725	129	Entertainment and Promotion Expenditure not justified.				100	0	100
725	190	Other Non-Personal Services Reduce telephone budget to 92-93 level of expenditure, annualized and adjusted for 1993-94.				66,400	51,720	14,680

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/04 Building Repair

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
725	130	Materials and Supplies Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.				139,925	135,084	4,841
725	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				107,800	77,100	*
934	220	Misc. Equipment Replacements Not justified.	90401Z	1	0	30,700	0	30,700
726	304	Medical Service				62,300	52,945	9,355
726	309	Electricity				14,140	12,580	1,560
726	310	Central Shops				225,200	173,520	51,680
726	316	Central Shops, Fuel Stock				100,250	54,425	45,825
726	350	Reproduction Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.				2,000	1,230	770
<u>Interdepartmental Service Fund (776047)</u>								
728	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				7,467,675	7,466,785	*

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

90 Public Works/04 Building Repair

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
876	001	Clerk Typist	1424	0	0	0	5,790	(5,790)
876	001	Secretary II	1446	1	1	36,566	30,496	6,070
		Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.						
		* We recommend reserving the balance of \$30,496 pending final Civil Service Commission approval and approval of the City's final budget.						
877	001	Building and Grounds Control Officer	8207	6	6	218,304	225,274	(6,970)
877	001	Apprentice Sheet Metal Worker	7369	2	2	97,406	89,826	7,580
		Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.						
		* We recommend reserving the balance of \$31,988 pending final Civil Service Commission approval and approval of the City's final budget.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/04 Building Repair

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
<u>Interdepartmental Services (776047)</u>						
728	010	Overtime Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.			356,582 266,278	90,304
728	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.			129,256 62,464	66,792
728	020	Temporary Salaries Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.			1,023,404 931,235	92,169
728	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.			1,841,166 1,837,406	3,760
Total Recommended Reductions						\$506,697
Total Recommended Reserves						\$62,484

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/06 Engineering

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Clean Water Operating Fund (778472)								
740	100	Professional Services *Reserve \$110,000 for those contracts with vendors not identified.				\$324,600	\$324,600	*
740	112	Travel Reduce number of participants at conferences.				13,558	10,846	\$2,712
740	113	Training Reduce number of participants from 20 to 12.				7,200	4,320	2,880
740	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure, annualized and adjusted by a cost of living factor for 1993-94.				4,000	3,245	755
741	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				86,500	61,500	*
936	220	Misc. Software Software programs not identified.	90620Z	1	0	10,000	0	10,000
936	220	Personal Computers	90621Z	9	9	58,500	45,000	13,500
936	220	Personal Computer Cost of computers reduced to meet standard price list.	90622Z	1	1	18,000	16,500	1,500

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/06 Engineering

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
741	303	Real Estate Department				7,453	5,000	2,453
741	420	City Attorney Services				181,220	126,016	55,204

Reduce to actual 1992-93 expenditure, annualized and adjusted by a cost of living factor for 1993-94.

Bureau Overhead (778100)

747	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,651,873	1,613,620	*
882	001	Secretary II Sufficient secretarial staff already available to the Department. This new position is not justified.	1446HN	5	4	182,830	144,577	38,253
747	010	Overtime Reflects current rate of expenditures annualized and adjusted for 1993-94.				18,162	6,840	11,322
747	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				13,650	13,300	350
747	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				392,052	382,489	9,563

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/06 Engineering

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
747	100	Professional Services * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of 32,500.				78,500	78,500	*
747	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				529,150	248,350	*
937	220	Fax Machine	90604Z	3	1	4,200	1,400	2,800
937	220	Computer Software	90608Z	1	0	60,000	0	60,000
937	220	Personal Computer	90609Z	13	6	84,500	39,000	45,500
937	220	CADD Personal Computer	90610Z	11	6	181,500	99,000	82,500
937	220	Laser Printer	90612Z	2	0	7,800	0	7,800
937	220	Laser Plotter Equipment not justified, Bureau should make best use of existing resources.	90613Z	2	1	40,000	20,000	20,000
937	220	Automobile	90601Y	1	0	16,100	0	16,100
937	220	Automobile Bureau should seek to utilize existing resources.	90602Y	1	0	16,100	0	16,100
937	220	Furniture Based on physical survey completed in conjunction with the Budget Analyst's management audit of the Clean Water Program, DPW has sufficient furniture.	90605Z	1	0	30,000	0	30,000
748	318	Building Repair				172,125	147,315	24,810
748	351	City Mail Services Reduce to reflects current rate of expenditures, annualized and adjusted for 1993-94.				17,384	15,536	1,848

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/06 Engineering

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Interdepartmental Work Order (778134)</u>								
752	010	Overtime				114,836	98,960	15,876
		Reduce to reflect current use of overtime.						
752	112	Travel				22,000	11,000	11,000
		Insufficient detail to justify full funding of request. No travel funds were requested for the current year.						
Total Recommended Reductions								\$482,826
Total Recommended Reserves								\$142,500

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Southeast Community Facility (780130)</u>								
769	010	Overtime Executive Director should not be paid for overtime.				\$4,376	\$0	\$4,376
769	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				1,650	1,100	550
769	129	Entertainment and Promotion Expenditure not justified.				500	0	500
769	190	Other Non-Personal Services Reduce to actual 92-93 expenditures, annualized and adjusted for 93-94.				87,548	68,248	19,300
769	130	Materials and Supplies Reduce to actual 92-93 expenditures, annualized and adjusted for 93-94.				21,660	8,097	13,563
770	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				21,950	0	*
938	220	Large Screen Projection TV	90778Z	1	0	10,000	0	10,000
938	220	Computer/Printer/Software	90779Z	1	0	10,950	0	10,950
938	220	IBM Selectric Typewriter Purchase of equipment not justified.	90780Z	1	0	1,000	0	1,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
770	303	Real Estate				\$10,672	\$6,700	\$3,972
770	318	Building Repair				229,762	200,235	29,527
770	319	Public Works - Street Cleaning				56,075	30,125	25,950
		Reduce to actual 92-93 expenditures, annualized and adjusted for 93-94.						
770	420	City Attorney Services				7,724	5,192	2,532
		Reduce to actual 92-93 expenditures.						

Clean Water Operation Fund (78007)

771	001	Permanent Salaries - Misc.				12,887,195	11,872,278	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
891	001	Management Information Systems Specialist I	1811 N	1	1	35,230	0	35,230
891	001	Management Information Systems Specialist III	1819 N	1	1	51,900	0	51,900
		Department has not adequately justified these new positions.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
892	001	Stationary Engineer	7372 A	113	109	\$5,311,350	\$5,111,110	\$200,240
892	001	Senior Stationary Engineer	7373 A	46	43	2,374,160	2,204,561	169,599
892	001	Sewage Treatment Plant Superintendent	5130 A	5	4	382,756	306,205	76,551
892	001	Salary Savings The deletion of these eight positions was recommended in the Budget Analyst's Clean Water Program management audit.	9993 A	0	0	(1,267,793)	(1,749,190)	481,397
771	010	Overtime Additional management audit recommendation.				1,090,748	935,748	155,000
771	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				167,093	125,976	41,117
771	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,931,739	2,678,020	253,719
771	090	Department Overhead Corresponds to reductions related to Budget Analyst's management audit of the Clean Water Program.				1,744,196	1,576,196	168,000
771	100	Professional Services * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$220,400.				489,900	489,900	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
771	112	Travel Limit cost to one employee per conference.				\$25,181	\$20,000	\$5,181
771	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				45,875	40,540	5,335
771	144	Membership Dues Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				11,000	7,557	3,443
771	190	Other Non-Personel Services Based on Budget Analyst's management audit recommendations on the Clean Water Program.				8,980,322	8,475,322	505,000
771	130	Materials and Supplies Based on Budget Analyst's management audit recommendations.				7,588,823	6,938,823	650,000
772	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				578,260	530,860	*
939	220	Macintosh Computer	90701Z	3	0	12,000	0	12,000
939	220	Macintosh IICx	90702Z	1	0	7,000	0	7,000
939	220	MacLaser Printer	90704Z	1	0	2,500	0	2,500
939	220	Notebook Computer	90708Z	2	1	7,000	3,500	3,500
939	220	Laptop Computer	90706Z	1	0	4,500	0	4,500
939	220	Personal Computer	90711Z	1	0	4,600	0	4,600
939	220	Next Scanner	90713Z	1	0	4,000	0	4,000
		Bureau already has sufficient micro-computer resources.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
939	220	Auto CAD BWPC should maximize use of existing resources.	90712Z	1	0	\$5,000	\$0	\$5,000
939	220	Sony Video This item available at BCM.	90719Z	1	0	1,800	0	1,800
939	220	Personal Gas Detector Item is double budgeted.	90718Z	3	2	7,500	5,000	2,500
772	304	Medical Service				64,822	22,736	42,086
772	310	Central Shop				471,462	334,130	137,332
772	317	DPW Street Repair Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				264,792	158,701	106,091
772	319	Street Cleaning Ten percent reduction in budgeted costs.				671,554	604,400	67,154
772	330	Light, Heat and Power Reduce to actual amount recommended by Light, Heat and Power.				7,157,096	6,236,404	920,692
772	339	Controller Adjusted to reflect true cost of audit.				35,700	34,900	800
772	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				24,528	8,887	15,641

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From	To	Savings
<u>Earl P. Mills Community Facility (780148)</u>							
774	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			\$51,346	\$47,654	\$3,692
<u>Bureau Overhead (780049)</u>							
776	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.			1,097,590	1,036,235	*
891	001	Clerk Typist The Department has not adequately justified this new position.	1424HN	3 2	86,632	61,165	25,467
891	001	Senior Account Clerk Vacant position which can be deleted.	1632HA	2 1	71,776	35,888	35,888
776	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.			24,325	11,767	12,558
776	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.			233,050	217,711	15,339

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
776	100	Professional Services				\$2,582	\$1,730	\$852
776	113	Training				6,240	3,390	2,850
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
776	112	Travel				9,938	6,957	2,981
		Reduce by 30 percent because Department should be able to reduce the number of out-of-town seminars.						
776	129	Entertainment and Promotion				50	0	50
		Not adequately justified.						
776	220	Equipment Purchase				14,000	0	14,000
		* The recommended reduction in equipment is the total of the following specific recommendations.						
941	220	PC Color Monitor	90776Z	1	0	5,000	0	5,000
941	220	MacIntosh Quadra 950/16MB	90777Z	1	0	9,000	0	9,000
		Equipment not adequately justified.						
777	309	Electricity				12,000	9,700	2,300
777	310	Central Shops				262,419	149,287	113,132
777	316	Central Shops, Fuel Stock				50,650	28,283	22,367
777	350	Reproduction				1,090	990	100
777	370	Workers Compensation				200,000	143,856	56,144
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Interdepartmental Services (778126)</u>								
779	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$769,490	\$734,124	*
891	001	Bacteriological Laboratory Assistant The Department has not adequately justified this new position.	2416WN	1	0	35,366	0	\$35,366
779	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				44,477	33,384	11,093
779	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				167,318	158,476	8,842
Total Recommended Reductions								\$4,638,149
Total Recommended Reserves								\$220,400

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/08 - Street Cleaning/Urban Forestry

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Special Gas Tax Improvement Fund (782011)</u>								
784	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				\$119,770	\$97,082	\$22,688
784	020	Temporary Salaries Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. The reduced amount includes \$66,156 to backfill essential assignments related to seasonal service needs in tourist and other high use areas.				364,757	315,519	49,238
784	190	Other Non-Personal Services Reduce to reflect current expenditure levels.				29,250	27,805	1,445
784	130	Materials & Supplies Reduce to reflect current expenditure levels.				340,345	292,525	47,820
785	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				127,500	78,000	*
942	220	S-10 Pickup Item not justified, Bureau should utilize existing vehicle resources.	90804Y	3	0	49,500	0	49,500
942	220	Misc. Field Equipment	90808Y	4	2	6,000	3,000	3,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/08 - Street Cleaning/Urban Forestry

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
785	315	Water Department				4,400	2,000	2,400
785	318	Building Repair				204,692	199,300	5,392
785	320	Public Works-Engineering				47,611	36,285	11,326
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
<u>Bureau Support Services (782060)</u>								
786	010	Overtime				54,715	18,653	36,062
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
786	112	Travel				5,225	3,510	1,715
		Reduce by one-third.						
786	113	Training				26,550	23,895	2,655
		Not adequately justified.						
786	129	Entertainment & Promotion				250	0	250
		Not justified.						
786	220	Equipment Purchase				47,860	45,360	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
943	220	Lexmark Ink Jet Printer	90806Y	3	2	7,500	5,000	2,500
		Reduce total number of items.						
787	304	Medical Services				26,601	13,247	13,354
787	316	Central Shops, Fuel Stock				338,879	329,845	9,034
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/08 - Street Cleaning/Urban Forestry

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Interdepartmental Services (782094)</u>								
789	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,104,755	1,047,100	*
897	001	Street Cleaning Supervisor II The Department has not adequately justified the position.	7281WN	7	6	403,584	345,929	57,655
789	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				7,722	6,690	1,032
789	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				246,687	232,273	14,414
Total Recommended Reductions								\$331,480

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/09 - Street & Sewer Repair

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Road Fund (784017)</u>								
794	010	Overtime				\$73,210	\$69,322	\$3,888
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
794	020	Temporary Salaries				202,526	136,103	66,423
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
794	018	Premium Pay				65,986	28,079	37,907
		Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.						
794	100	Professional Services				36,575	36,000	575
		Increase not justified.						
794	113	Training				1,731	800	931
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
794	190	Non Personal Services				175,709	132,290	43,419
		Fund at 1991-92 actual with adjustment for inflation.						
795	220	Equipment Purchases				252,550	238,050	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
944	220	Misc. Equipment	90913Y	1	1	24,500	10,000	14,500
		Not fully justified.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/09 - Street & Sewer Repair

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Sewer Repair (784108)</u>								
796	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				88,584	67,331	21,253
796	190	Other Services Reduced 25% to accurately reflect current expenditures adjusted for 1993-94.				869,671	602,630	267,041
796	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				290,885	279,820	11,065
797	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				411,450	401,950	*
945	220	Misc. Equipment Full expenditure not justified.	90926Y	1	1	24,500	15,000	9,500
797	304	Medical Services Reduced to reflect current expenditure levels.				14,570	11,368	3,202
797	317	DPW Street Repair Full budget amount not adequately explained by Department.				250,000	200,000	50,000
797	420	City Attorney Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				79,920	71,700	8,220

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/09 - Street & Sewer Repair

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
<u>Bureau Overhead (784066)</u>								
798	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				12,678	7,895	4,783
798	100	Professional Services Reduced to reflect current expenditure levels.				10,973	5,000	5,973
798	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				3,997	2,604	1,393
798	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				318,027	287,234	30,793
798	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				156,750	152,250	*
946	220	Misc. Equipment Full expenditure not justified.	90904Y	1	1	24,500	20,000	4,500
799	316	Central Shop				174,043	153,727	20,316
799	318	Building Repair Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				126,929	115,858	11,071

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/09 - Street & Sewer Repair

Page		Position/ Equipment		Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Interdepartmental Service Fund (784090)</u>								
801	010	Overtime				107,265	76,158	31,107
		Reduction based on a comparison of current salary and overtime expenditures.						
		Total Recommended Reductions						\$647,860

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 PublicWorks/12 - Environmental Regulation & Management**

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Pretreatment and Use (777011)</u>								
813	001	Permanent Salaries - Misc.				\$2,179,412	\$2,081,105	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
908	001	Wastewater Control Inspector	A894	6	5	323,365	260,954	\$62,411
908	001	Sanitary Engineering Technician	6106S	15	15	697,425	706,335	(8,910)
		The Department has requested one new Class A894 Wastewater Control Inspector and one upward reclassification Class A894 Wastewater Control Inspector to replace one Class 6106 Sanitary Engineering Technician. The Department has not adequately justified the new position.						
		Regarding the reclassification, the Civil Service Commission staff recommends approval of the upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.						
		* We recommend reserving the balance of \$4,741 pending final Civil Service Commission approval and approval of the City's final budget.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 PublicWorks/12 - Environmental Regulation & Management**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
908	001	Assistant Health Educator The Department has not adequately justified the new position.	2819N	1	0	\$43,496	0	\$43,496
908	001	Civil Engineering Assistant I	5360S	2	2	67,390	\$54,480	12,910
908	001	Engineering Trainee I Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.	5380S	0	0	0	11,600	(11,600)
<p>* We recommend reserving the balance of \$5,527 pending final Civil Service Commission approval and approval of the City's final budget.</p>								
813	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				20,096	14,881	5,215
813	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				478,115	453,538	24,577
813	100	Professional Services * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$455,088.				455,088	455,088	*
813	112	Travel Reduce to 1 employee per conference.				4,879	3,369	1,510

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 PublicWorks/12 - Environmental Regulation & Management**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
813	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$8,471	\$6,110	\$2,361
813	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				122,825	119,460	3,365
813	190	Other Non-Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				145,000	102,178	42,822
814	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				256,000	194,400	*
947	220	Wastewater Samplers	90502Z	10	5	38,000	19,000	19,000
947	220	Wastewater Samplers	90503Z	12	5	45,600	19,000	26,600
947	220	IBM LAN Server	90509Z	1	0	16,000	0	16,000
		Not justified.						
814	389	Misc. Department Services of 11 staff in the Bureau of Water Pollution Control should total \$726,468 as follows:				1,049,576	726,468	323,108
		1-2416 Buc. Lab Asst.	\$35,366					
		5-2471 Water Control Chemist	262,825					
		1-2478 Sr. Sewage Tr. Chemist	65,433					
		4-6106 San. Eng. Tech.	<u>186,040</u>					
		Subtotal	549,664					
		Salary Savings 3%	-16,490					
		Fringe Benefits	133,294					
		Materials and Supplies	<u>60,000</u>					
		Total	726,468					

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 PublicWorks/12 - Environmental Regulation & Management

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
814	420	City Attorney Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$34,880	\$20,550	\$14,330
<u>Bureau Support Services (777037)</u>								
816	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				140,967	140,332	*
908	001	Executive Secretary I	1450	1	1	39,881	32,241	7,640
908	001	Secretary II Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings. * We recommend reserving the balance of \$2,680 pending final Civil Service Commission approval and approval of the City's final budget.	1446	1	1	36,566	43,571	(7,005)
816	129	Entertainment & Promotion Not justified.				100	0	100
816	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				46,091	37,393	8,698

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 PublicWorks/12 - Environmental Regulation & Management

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u> <u>To</u>	<u>Amount</u> <u>From</u> <u>To</u>	<u>Savings</u>
817	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			\$17,940 \$13,775	\$4,165
		Total Recommended Reductions				\$590,793
		Recommended Reserve				\$468,036

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/13 Construction Management

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau Overhead Fund (771055)</u>								
824	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				\$2,839	\$2,155	\$684
824	100	Professional Services Adjusted to reflect current expenditures. * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$257,000.				297,704	267,934*	29,770
824	112	Travel 1 person per conference.				7,962	6,554	1,408
824	144	Membership Dues Reduce to 1992-93 expenditure adjusted by a cost of living factor for 1993-94.				2,850	2,268	582
824	190	Other Non-Personal Svcs. Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				704,747	657,187	47,560
824	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				105,069	101,170	3,899
824	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				181,060	150,260	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/13 Construction Management

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
949	220	Subcompact Car with Radio	9055Z2	3	2	\$39,000	\$26,000	\$13,000
949	220	LAN Workstation	90565Z	11	6	55,000	39,000	16,000
949	220	Scanners	90568Z	2	1	3,600	1,800	1,800
		Reduce number of equipment items.						
825	304	Medical Service				15,000	11,156	3,844
825	310	Central Shops, Vehicle Repairs				37,633	22,258	15,375
825	316	Central Shops, Fuel Stock				17,194	15,848	1,346
825	350	Reproduction				92,433	72,610	19,823
		Reduced to reflect current expenditures.						
<u>Interdepartmental Services (771048)</u>								
827	001	Permanent Salaries - Misc.				5,111,312	4,961,067	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
913	001	Surveyor's Field Assistant	5310WN	3	2	129,234	86,156	43,078
913	001	Survey Party Chief	5314WN	3	2	171,321	114,214	57,107
913	001	Regulatory Specialist	5620WN	1	0	50,060	0	50,060
		The Department has not adequately justified the new positions.						
827	010	Overtime				209,517	186,460	23,057
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/13 Construction Management

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
827	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.			\$6,152 \$1,022	\$5,130
827	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.			1,153,765 1,116,204	37,561
827	112	Travel Reduce travel costs by 20 percent.			10,000 8,000	2,000
		Total Recommended Reductions				\$373,084
		Total Recommended Reserves				\$257,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 Public Works/14-Street Use and Mapping**

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>General Fund (778019)</u>								
832	010	Overtime Reduce to reflect actual current usage.				\$9,770	\$7,580	\$2,190
832	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				1,820	220	1,600
<u>Bureau Overhead (779140)</u>								
844	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				910	575	335
844	100	Professional Services * Reserve funds until details of the contractors are provided.				13,600	13,600	*
844	112	Travel Reduce the total number of trips to meetings and seminars.				5,018	4,018	1,000
844	113	Training Reduce to reflect actual 1992-93 expenditures.				18,375	9,892	8,483
844	129	Entertainment Expense not justified.				100	0	100

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 Public Works/14-Street Use and Mapping**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
844	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				\$108,891	\$102,905	*
950	220	Bernoulli box Equipment not sufficiently justified.	90159Z	2	0	5,986	0	\$5,986
845	310	Central Shops				38,441	13,200	25,241
845	316	Central Shops, Fuel Stock				24,446	7,160	17,286
845	350	Reproduction				8,000	1,880	6,120
845	351	City Mail Services				2,608	2,256	352
845	370	Workers Compensation Reduce to reflect actual 1992-93 expenditures.				4,000	2,000	2,000
<u>Interdepartmental Services (779132)</u>								
847	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,407,326	1,318,065	*
926	001	Surveyor's Field Assistant	5310WS	(1)	0	(44,110)	0	(44,110)
926	001	Chief Surveyor The Department has not adequately justified the upward substitution of this position.	5216WS	1	0	69,087	0	69,087
926	001	Project Manager I The Department has not adequately justified the new position.	5502WN	1	0	64,284	0	64,284

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 Public Works/14-Street Use and Mapping**

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
847	010	Overtime Reduce overtime usage by one-third which reflects current overtime costs.			\$45,162 \$30,108	\$15,054
847	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.			315,355 305,825	9,530
847	112	Travel Reduce 10 percent equal to three seminars.			4,250 3,825	425
		Total Recommended Reductions				\$184,963
		Total Recommended Reserves				\$13,600

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 27 Airport

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated			\$0	n/a
Special Revenue Funds			0	n/a
Departmental Revenue	184,097,963	201,776,731	17,678,768	9.6
Subtotal, Mayor's Budget	\$184,097,963	\$201,776,731	\$17,678,768	9.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$184,097,963	\$201,776,731	\$17,678,768	9.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$170,570,124	\$181,729,180	\$11,159,056	6.5 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$170,570,124	\$181,729,180	\$11,159,056	6.5 %
Mayor's Listed Positions:				
Permanent	1096.00	1069.00 *	-27.0	-2.5 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	1096.00	1069.00	-27.0	-2.5 %
Adjustments (FTE):				
Overtime/Temporary	50.25	51.81	1.56	3.10 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(60.80)	(50.70)	10.10	(16.61)
Other Adjustments	(66.20)	(4.20)	62.00	(93.66)
Total FTE	1019.25	1065.91	46.66	4.58 %

*Includes 5 members of the Airports Commission.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **27 Airport**

Financial Data:

The Airports Commission's proposed \$181,729,180 budget for 1993-94 is \$11,159,056 or 6.5 percent more than the original 1992-93 budget of \$170,570,124. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 7,637,662 or 4.0 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Airport Operation & Maintenance	\$170,570,124	\$189,366,842	\$181,729,180	\$181,729,180
Total				

Department Revenue and Fee Charges:

Airport revenues are projected to be \$201,776,731 in FY 1993-94, which is \$17,678,768 or 9.6 percent greater than the original revenue estimate of \$184,097,963 for FY 1992-93. Major increases are in Airline Landing Fees (\$8,705,768); Rentals - Unimproved Areas, South and North Terminals, Custom Facility (\$6,918,026); Car Rental Concession (\$1,238,000); and Parking (\$1,019,000).

Department Expenditures

The number of permanent authorized positions decreases by 27 from 1,096 in FY 1992-93 to 1,069 in FY 1993-94. However, the number of FTEs increases by 46.66 with Permanent Salaries budgeted to increase by \$1,915,977, from \$44,842,104 to \$46,758,081. This results from a reduction in salary savings (resulting in more salary funds) and an increase in project funded positions (See Comment No. 2).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **27 Airport**

Comments:

1. For 1993-94 the Airport has budgeted a \$14.1 million revenue transfer to the City's General Fund from the Airport's concessions revenues for FY 1993-94. This equity transfer of \$14.1 million is net of the approximately \$1.5 million interest payment on the \$25 million advance made to the City's General Fund by the Airport in FY 1992-93. Without this interest payment, the equity transfer to the General Fund would have been \$15.6 million or \$0.7 million more than 1992-93.

2. The Airport's FY 1993-94 budget contains 27 fewer permanent positions compared to the FY 1992-93 Budget, or 969 compared to 996 in FY 1992-93. However, the full-time equivalent (FTE) number of positions in the Department, which includes an increase in project funded positions and a decrease in the salary savings, increases by 46.66 to 1065.91 FTE in FY 1993-94 compared to 1019.25 FTE in FY 1992-93. The increase in the Airport's number of full-time-equivalent positions is due to the Department's construction program.

3. The Airports budgeted Debt Service payments for FY 1993-94 amount to \$55,466,328, which is an increase of \$1,920,992 over the \$53,545,336 budgeted for FY 1992-93.

4. The Airport is budgeting approximately \$32.3 million for payments for services of other City departments including services to the Human Rights Commission; Light, Heat and Power; the Civil Service Commission; the City Attorney; the Controller's Office and the Fire Department. The comparable amount in FY 1992-93 was \$30.9 million.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

27 Airport

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
348	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$43,880,436	\$43,398,350	*
392	001	Executive Secretary II	1452	3	0	125,414	0	\$125,414
392	001	Executive Secretary I	1450	7	4	275,512	155,870	119,642
392	001	Confidential Secretary	AA48	1	0	41,838	0	41,838
392	001	Secretary II To deny seven upward reclassifications not approved by Civil Service.	1446	12	19	475,498	694,756	(219,258)
392	001	Airport Communications Planner	AA34	1	0	37,638	0	37,638
393	001	Senior Status and Procedures Analyst	1864	2	0	101,581	0	101,581
397	001	Airport Police Officer	9210	125	126	6,005,528	6,005,528	0
393	001	Senior Programs Analyst To deny a reclassification request that according to Civil Service must await the results of the current Citywide Data Processing Classification Project.	1874	2	4	101,661	101,661	0
394	001	Assoc. Civil Engineer	5206	5	4	299,756	239,804	59,952
394	001	Industrial Engineer	5209	4	3	203,421	143,469	59,952
396	001	Electronic Maintenance Technician	7318	5	4	290,948	226,142	64,806
396	001	Radio Technician	7367	4	3	263,267	198,461	64,806
392	001	Assistant Terminal Manager To delete five vacant positions.	A062	1	0	25,715	0	25,715
348	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				10,725,964	10,626,317	99,647
348	100	Professional Services To reduce to current year budget level.				1,139,700	1,009,600	130,100

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

27 Airport

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
348	113	Training To reduce to current year level plus provide a \$17,180 increment for special training needs.				\$143,750	\$110,000	\$33,750
348	129	Entertainment To reduce to actual FY 1992-93 expenditure level.				84,000	64,000	20,000
348	190	Other Non-Personal Services To reduce funding for the Airport Shuttle Bus (\$300,000), and Luggage Carts (\$300,000) based on the Department's most current information on demand for these services.				14,031,819	13,431,819	600,000
348	130	Materials & Supplies Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				4,948,759	4,690,507	258,252

Marketing Analysis and Development (574335)

371	Reduction Not Detailed Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.					878,932	689,833	189,099
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Environmental Control Program (574335)

373	Reduction Not Detailed Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.					879,118	776,362	102,756
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Total Recommended Reductions

\$1,915,690

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 39 Port		Budget Detail: Budget Summary:		Page 527
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated			\$0	n/a
Special Revenue Funds			0	n/a
Departmental Revenue	38,868,516	37,107,725	(1,760,791)	-4.5
Subtotal, Mayor's Budget	<u>\$38,868,516</u>	<u>\$37,107,725</u>	<u>(\$1,760,791)</u>	<u>-4.5 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$38,868,516	\$37,107,725	(\$1,760,791)	-4.5 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$36,268,586	\$34,616,292	(\$1,652,294)	-4.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$36,268,586	\$34,616,292	(\$1,652,294)	-4.6 %
Mayor's Listed Positions:				
Permanent	250.0	243.0	-7.0	-2.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>250.0</u>	<u>243.0</u>	<u>-7.0</u>	<u>-2.8 %</u>
Adjustments (FTE):				
Overtime/Temporary	5.90	5.50	-0.4	-6.8 %
Supplemental Appropriations			0.0	n/a
Salary Savings	(12.44)	(12.43)	0.0	-0.1
Other Adjustments			0.0	n/a
Total FTE	243.5	236.1	-7.4	-3.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **39 - Port Commission**

Financial Data:

The proposed \$34,616,292 budget for 1993-94 is \$1,652,294 or 4.6 percent less than the original 1992-93 budget of \$36,268,586. The net decrease from the revised 1992-93 budget to the Standardized budget is \$3,001,557 or 8.0 percent.

Summary of Budgeted Activities:

Activity	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Port Operations	\$36,268,586	\$37,617,849	\$34,616,292	\$34,616,292

Department Revenue and Fee Changes

Budget revenues decrease by a total of \$1,760,791. The major sources of change are as follows:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Difference</u>
Rental of Property	\$17,689,300	\$20,049,200	\$2,359,900
Crane Rent	3,574,000	1,958,000	(1,616,000)
Wharfage	6,273,000	4,990,000	(1,283,000)
Interest Earned	2,816,216	1,854,325	(961,891)
Cargo Facilities	<u>1,613,000</u>	<u>1,092,000</u>	<u>(521,000)</u>
Sub-total	\$31,965,516	\$29,943,525	(\$2,021,991)
Misc. Other Revenues	<u>6,903,000</u>	<u>7,164,200</u>	<u>261,200</u>
Total	\$38,868,516	\$37,107,725	(\$1,760,791)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 39 - Port Commission

Department Personnel Changes

The budgeted number of positions decreases by a total of 7, from 250 in FY 1992-93 to 243 in FY 1993-94. The net reduction of 7 positions results from position deletions. However, we have been informed by the Department that three of the positions were deleted in error by the Mayor's Office, and that a request to restore the three positions is being processed by the Mayor's Office as a clerical error.

Department Expenditures

FY 1992-93: \$36,268,586	FY 1993-94: \$34,616,292
Decrease of \$1,652,294	

The major decreases in the Department's budget are as follows:

Labor Costs decreases by \$696,946, from \$16,388,464 to \$15,691,518, due to the net reduction of seven positions and an associated reduction in mandatory fringe benefits.

Non-Personal Services decrease by \$203,272 from \$4,786,779 to \$4,583,507 due primarily to a decrease in Professional Services.

Other Current Expenditures decrease by \$158,802 due to Materials and Supplies being reduced by that amount, from \$1,091,669 to \$932,867.

Equipment expenditures decreases by \$117,630 from \$365,380 to \$247,750.

Services of Other Departments decreases by \$71,963, from \$2,433,420 to \$2,361,457, due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Change</u>
Building Repair	\$96,000	\$120,500	\$24,500
DPW Street Repair	0	72,324	72,324
Police	122,376	78,494	(43,882)
Toxics Waste	88,450	62,795	(25,655)
Reproduction	12,080	29,580	17,500
CAO Insurance	<u>1,400,000</u>	<u>1,300,000</u>	<u>(100,000)</u>
Sub-total	\$1,718,906	\$1,663,693	(\$55,213)
Misc. Other Revenues	<u>714,514</u>	<u>697,764</u>	<u>(16,750)</u>
Total	\$2,433,420	\$2,361,457	(\$71,963)

Debt Service decreases by \$83,657, or from \$9,587,898 to \$9,504,241.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **39 - Port Commission**

Non-work Order Service of Other Departments increases by \$52,601, from \$667,622 to \$720,223, due to an increase in City Attorney Services.

Comments:

1. The Port's FY 1993-94 Budget request for Overtime \$366,594 is \$11,060 less than the original FY 1992-93 budgeted amount of \$377,654. Most of the overtime is used in Cargo Services (\$144,389), Tenant Services (\$111,648), and Internal Services (\$93,449).

2. The Port has \$146,823 in continued annual savings from the Early Retirement Program from two positions that were deleted.

3. The Port is requesting that its budget be reduced by a \$250,000 "Reduction Not Detailed" rather than on a line item by line item basis. According to the Port, this would enable the Port to manage its resources in a prudent, business-like manner in its efforts to attract new business and retain existing customers. The Budget Analyst had preliminarily recommended line item expenditure reductions of approximately \$160,000 in contrast to the Port's request of a \$250,000 "Reduction Not Detailed." We concur with the Port's request.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

39 Port

Page			Position/ Equipment	Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
531	380	Budget Reduction Not Detailed To reduce the Port's budget by \$250,000.				0	(\$250,000)	\$250,000
Total Recommended Reductions								\$250,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 36 Parking and Traffic				Page 489
Budget Detail: Budget Summary:				
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,715,200	\$2,443,136	\$727,936	42.4
General Fund Unallocated	10,903,996	12,137,674	1,233,678	11.3
Other Departmental Revenue	15,188,342	12,753,341	(2,435,001)	-16.0
Subtotal, Mayor's Budget	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Mayor's Listed Positions:				
Permanent	478.0	467.0	-11.0	-2.3 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	478.0	467.0	-11.0	-2.3 %
Adjustments (FTE):				
Overtime/Temporary	10.50	21.75	11.25	107.14 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(27.62)	(35.31)	(7.69)	27.84
Other Adjustments	(17.44)	(23.31)	(5.87)	33.66
Total FTE	443.44	430.13	(13.31)	(3.00) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **36 - Parking and Traffic Commission**

Financial Data:

The Parking and Traffic Department's proposed \$27,334,151 budget for 1993-94 is \$473,387 or 1.7 percent lower than the original 1992-93 budget of \$27,807,538. The net decrease from the revised 1992-93 budget to the Standardized budget is \$828,467 or 2.9 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Enforcement	\$12,271,991	\$12,493,872	\$14,104,181	\$14,104,181
Residential Parking	<u>347,205</u>	<u>366,378</u>	<u>476,629</u>	<u>476,629</u>
Total General Fund	\$12,619,196	\$12,860,250	\$14,580,810	\$14,580,810
<u>Off-Street Parking Fund</u>				
Administration	\$4,965,572	\$4,997,047	\$2,372,955	\$2,372,955
Parking Authority	<u>3,324,561</u>	<u>3,345,140</u>	<u>4,006,860</u>	<u>4,006,860</u>
Total Off-Street Fund	\$8,290,133	\$8,342,187	\$6,379,815	\$6,379,815
<u>Airport Operating Fund</u>				
Work Order	0	\$7,497	0	0
<u>Road Fund</u>				
Traffic Engr. & Oper	<u>\$6,898,209</u>	<u>\$6,952,684</u>	<u>\$6,373,526</u>	<u>\$6,373,526</u>
TOTAL DEPT.	\$27,807,538	\$28,162,618	\$27,334,151	\$27,334,151

Department Revenue:

Departmental Revenue from sources other than the General Fund for the Department of Parking and Traffic (DPT) in FY1993-94 will be \$12,753,341, approximately 18 percent of the estimated total DPT FY1993-94 revenues of \$71,120,187. The total revenue projection represents a decrease of \$10,684,969, or 13.3 percent from FY1992-93 budgeted revenues, but an increase of \$5,736,765, or 8.9 percent, over projected actual revenues for FY1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 36 - Parking and Traffic Commission

FY1992-1993 parking meter and parking fine combined revenues were approximately \$48.8 million, or \$11.6 million less than the expected \$60.4 million, largely because many of the approximately 21,000 parking meters in San Francisco were vandalized, and the vaults or lids of all meters in the City had to be replaced to avoid further vandalism. For FY1993-94, the Department of Parking and Traffic (DPT) anticipates achieving \$54.3 million in parking meter (\$12.3 million) and parking fine (\$42 million) revenues.

Ms. Kathryn Hile of DPT advises that the parking meter revenue projection of \$12.3 million is equivalent to the FY1992-93 original projection. The FY1993-94 parking fine revenue projection of approximately \$42 million is based on FY1992-93 actual revenues, increased for the loss due to meter vandalism, but decreased because State legislation will reduce the share of parking citation revenue the City receives from other local issuing agencies, such as UCSF and City College (a reduction of \$244,000), as well as because the Department is providing traffic control at Giants games, resulting in an estimated \$250,000 loss in citation revenues for Parking Control Officers detailed to the games. Ms. Hile reports that FY1993-94 revenue estimates for garages, residential parking permits, boot removal and the tow surcharge are based on FY1992-93 actual revenues.

Department Expenditures:

1. General Fund Enforcement and Residential Parking Programs. The DPT General Fund budget for 1993-94 has been increased by approximately \$1.8 million because of the return of costs that had been transferred from the General Fund to the Off-Street Parking Fund in the past two fiscal years. Salaries for 32 Parking Control Officers, 2 of their supervisors, and the expenses of printing parking citations and mailing residential parking permits have been returned to the General Fund.

Ms. Hile advises that these costs were transferred from the General Fund to the Off-Street Parking Fund in FY1991-92 and FY1992-93 in order to relieve the General Fund. However, Ms. Hile states, the costs logically belong in the General Fund, and have been transferred back this year because the Off-Street Parking Fund will need the \$2 million to pay debt service for construction of the new San Francisco General Hospital garage, as well as to start to bring City garages into compliance with the Americans with Disabilities Act (ADA). These are capital expenditures which do not appear in the DPT budget, but are detailed in the Capital Projects budget.

Two activities that were formerly administered by the Police Department are budgeted in the DPT FY1993-94 General Fund budget. In FY1992-93, DPT assumed full responsibility from the Police Department for the dispatch function related to calls about blocked driveways and other neighborhood parking complaints. New expenditures of \$12,000 have been budgeted in FY1993-94 for rental, support and maintenance of the dispatch equipment. The DPT will also take over the School Crossing Guard Program this year. Formerly included in the Police Department budget at approximately \$500,000, the cost to the General Fund for School Crossing Guards under DPT will be approximately \$450,000 in Temporary Salaries, because 9 vacancies in school guard positions are eliminated in the FY1993-94 budget, for a savings of \$50,000. DPT proposes to cover unfilled crossing guard needs by allocating Parking Control Officers to divide their time between this function and their normal duties.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 36 - Parking and Traffic Commission

The Enforcement Division salary savings has been increased from 6.5 percent to 9.13 percent, resulting in reduced salary funds of approximately \$242,000.

2. Off-Street Parking Fund Administration and Parking Authority Programs. As discussed above, \$1.8 million in expenses was returned to the General Fund, after being transferred to the Off-Street Parking Fund over the past two years.

Approximately \$73,000 has been budgeted to contract with the Board of Supervisors Budget Analyst to perform a management audit of the City-owned and non-profit parking garages under the authority of the Parking and Traffic Commission. The Board of Supervisors has directed the Budget Analyst to conduct a comprehensive management audit of the balance of the Department under the Budget Analyst's regular responsibilities.

3. Road Fund Traffic Engineering and Traffic Operations Program. DPT Road Fund Traffic Engineering expenses have been reduced by \$524,683 from FY1992-93 levels with the elimination of 3 vacant positions and other salary and materials reductions. In addition to these spending cuts, DPT plans to transfer 4.5 full time equivalent positions from Road Fund authorized duties to working on projects for which the Traffic Engineering and Traffic Operations Program is reimbursed by grants, Gas Tax revenue, half cent sales tax revenue and the Department of Public Works. This will result in cost recovery of \$834,000 in FY1993-94, an increase of \$212,000 over the FY1992-93 level.

Comments

1. Eleven permanent authorized positions have been eliminated in the proposed DPT budget, including 6 filled positions (resulting in layoffs) and 4 vacancies. Mr. Tim Johnson advises that the elimination of five out of six Assistant Supervisor positions in the Enforcement Division may affect efforts to reduce absenteeism among Parking Control Officers. Mr. Johnson further advises that the elimination of an 1823 Senior Administrative Assistant will seriously hamper DPT efforts to develop a long term capital improvement plan. Mr. Ray Abinanti of DPT reports that the loss of the 1840 Junior Management Assistant from the Administration Division will disrupt job scheduling. Three vacant positions in the Road Fund Traffic Engineering and Operations program have also been eliminated in the FY1993-94 budget. Mr. Bond Yee, City Traffic Engineer, states that the inability to fill these positions could result in project delays.

2. The Enforcement Division of DPT has historically achieved at least a 6.5 % salary savings, but Ms. Hile advises that DPT will have to hold Parking Control Officer positions vacant in order to reach the 9.13% salary savings level which has been budgeted in FY1993-94. The Department has not yet estimated the impact of the increased salary savings on parking fine revenues.

4. State Assembly Bill 408 requires the transfer of existing personnel and supporting resources for the function of processing and adjudicating parking citations be transferred to the Department of Parking and Traffic by January 1, 1994. Based on an analysis performed by the Board of Supervisors Budget Analyst, the Controller has placed approximately \$2.4 million on reserve in the Municipal Court budget for transfer to DPT when the transfer of this function occurs.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number From To		Amount From To		Savings
General Fund								
499	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$9,058,986	\$9,058,255	*
511	001	Senior Clerk Reduce to maximum salary at the top step.	1426	3	3	99,937	99,206	\$731
499	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,466,525	2,466,397	128
499	130	Materials & Supplies Reduce to actual 1992-93 expenditure level, including costs transferred from Off-Street Parking Fund, adjusted by a cost of living factor for 1993-94, plus \$2,000 for School Crossing Guard Program.				146,079	131,042	15,037
499	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				5,100	2,550	*
519	220	Equipment Purchase One additional computer will improve manager's ability to track citations and schedule beats. Purchase of a second computer should be postponed until the City's fiscal problems are resolved.	36007Z	2	1	5,100	2,550	2,550
Subtotal-Recommended General Fund Reductions								\$18,446

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Off-Street Parking Fund (353201)</u>								
494	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$928,914	\$926,501	.
		Account Clerk	1630	0	1	0	25,257	(25,257)
507	001	Senior Account Clerk	1632	2	1	62,966	29,655	\$33,311
511	001	Senior Clerk Typist Civil Service Commission staff recommends reclassification of this Senior Clerk Typist position to a class 1630 Account Clerk rather than a class 1632 Senior Account Clerk. The Civil Service Commission plans to vote on the recommendation in September. We recommend approval at the 1630 level, and have allowed for the needed budgeted funds for the position at that level. We have included 5 biweekly payperiods at the 1426 level, as the next Civil Service Commission meeting is in September. * We recommend reserving the balance of \$1,449 pending final Civil Service Commission approval and approval of the City's final budget.	1426	(3)	(3)	99,937	105,578	(5,641)
494		Mandatory Fringe Benefits				204,890	203,897	993
	060	Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
494	113	Training The Department has not adequately justified the need for personal computer training, which was already provided in FY 92-93.				12,100	5,500	6,600
494	130	Materials and Supplies Reduce to actual 1992-93 expenditure level, adjusted by a cost of living factor for 1993-94. Because some costs in this object were transferred to the General Fund and the Road Fund, we pro-rate actual 1992-93 expenditures according to share of 1992-93 off-street materials and supplies budget in each fund in 1993-94.				\$15,000	\$11,982	\$3,018
495	220	Equipment Purchase * The recommended reduction in Temporary Salaries is the total of the following specific recommendations.		6	0	15,300	0 *	
517	220	Equipment Purchase The Department has not adequately justified the need for 6 new personal computers, given the City's current fiscal problems.	36001Z	6	0	15,300	0	15,300
497	220	Equipment Purchase * The recommended reduction in Equipment Purchase is the total of the following specific recommendations.				36,300	18,200*	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
518		Van 3/4 Ton	36003Y	1	0	18,100	0	18,100
	220	The Department has not adequately justified the need for a replacement 3/4 ton van, given the City's current fiscal problems.						
495		Civil Service Training				\$11,320	\$7,320	\$4,000
	313	The Department has added \$4,000 to the FY 1992-93 training budget for a management strategic planning retreat. Reduce to 1992-93 budget level.						
Subtotal-Recommended Off-Street Parking Fund Administration Program Reductions								\$50,424
<u>Road Fund (353276)</u>								
501		Permanent Salaries - Misc.				3,001,734	2,998,497	*
	001	* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
513		Painter Supervisor	7242	1	1	55,750	54,131	1,619
	001	Reduce to maximum salary at the top step.						
513		Electrical Line Worker	7338	2	2	113,065	111,447	1,618
	001	Reduce to maximum salary at the top step.						
501		Mandatory Fringe				765,391	764,846	545
	060	Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
501	112	Travel Allow only one electrician (instead of two) to attend week of free training in Syracuse, New York. This reduces travel budget to 1992-93 level.				2,400	1,200	1,200
501	113	Training The Department has not adequately justified the need for continued software training at 1992-93 level.				6,500	4,500	2,000
501	130	Materials and Supplies Reduce the costs transferred from the Off-Street Parking Fund to actual 1992-93 expenditure level, adjusted by a cost of living factor for 1993-94.				768,903	767,215	1,688
501	220	Equipment Purchase • The recommended reduction in Equipment purchase is the total of the following specific recommendation.				\$90,300	\$36,000	•
520	220	Personal Computers The Department has not adequately justified the need for 6 new personal computers.	36105Z	6	0	15,300	0	15,300
520	220	Mini-Van The Department has not adequately justified the need for a replacement truck given the City's current fiscal problems.	36012Y	1	0	14,000	0	14,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
520		1-ton Truck	36013Y	1	0	25,000	0	25,000
220	The Department has not adequately justified the need for a replacement truck given the City's current fiscal problems.							
Subtotal-Recommended Road Fund Reductions								\$62,970
Total Recommended Reductions								\$131,840

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

				Page 636
Department/Division: 75 Electricity		Budget Detail: Budget Summary:		
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$3,200	\$247,200	\$244,000	7625.0
General Fund Unallocated	4,109,683	3,791,056	(318,627)	-7.8
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Mayor's Listed Positions:				
Permanent	70.0	71.0	1.0	1.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	70.0	71.0	1.0	1.4 %
Adjustments (FTE):				
Overtime/Temporary	2.85	8.70	5.85	205.26 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(3.86)	(2.95)	0.91	(23.58)
Other Adjustments			0.00	n/a
Total FTE	68.99	76.75	7.76	11.25 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

Financial Data:

The Electricity Department's proposed \$4,038,256 budget for 1993-94 is \$74,627 or 1.8 percent less than the original 1992-93 budget of \$4,112,883. The net decrease from the revised 1992-93 budget to the Standardized budget is \$29,623 or 0.7 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Telecommunications	\$695,270	\$681,475	\$975,892	\$975,892
Public Safety Wire Communication	1,749,552	1,733,814	1,592,916	1,592,916
Radio Electronic Communication Services	2,301,517	5,284,868	3,126,440	3,126,440
Administration and Support	757,812	749,407	752,002	752,002
Work Order Recovery	<u>(1,391,268)</u>	<u>(4,381,685)</u>	<u>(2,408,994)</u>	<u>(2,408,994)</u>
Total	\$4,112,883	\$4,067,879	\$4,038,256	\$4,038,256

Department Revenues

The Department of Electricity's projected revenues of \$247,200 for FY 1993-94 represent an increase of \$244,000 from the FY 1992-93 projected revenues of \$3,200. The increase is due to a one time recovery of overcharges from AT&T.

Department Expenditures

The Department of Electricity's proposed budget includes 71 permanent positions or one more than the 70 positions approved in the original fiscal year 1992-93 budget. The positions which would be deleted as well as those that would be added, are listed below:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

<u>Position Deletions</u>	<u>No. of Positions</u>	<u>Budgeted Salaries</u>
1426 Senior Clerk (lay off)	(1)	(\$22,974)
1446 Secretary II (lay off)	(1)	(33,244)
1873 Systems Programmer lay off)	(1)	(54,740)
Subtotal	(3)	(\$110,958)
<u>Position Additions</u>		
1360 Account Clerk (new)	1	\$31,242
1370 Staff Specialist (new)	2	77,848
1934 storekeeper (previously budgeted incorrectly in Temporary Salaries)	1	34,191
Subtotal	4	\$143,281
Net Increase		\$32,323

The Department of Electricity is proposing to substitute eight 9700 series Staff Assistant positions for eight newly created 1300 series Special Assistant positions per the Civil Service Commission, for a total increase of \$13,954. Additionally, the Department is proposing the substitution of a 9750 Staff Assistant for a newly created AA52 Deputy General Manager position, for an increase of \$1,278, per the recommendation of the Civil Service Commission. The Department is also proposing the downward substitution of a 1654 Principal Accountant for a 1652 Senior Accountant for a decrease of \$4,715.

The Department of Electricity's Permanent Salaries in the Public Safety Wire Communication Division (General Fund) have been reduced by \$251,425, with a corresponding reduction of \$55,182 for Mandatory Fringe Benefits for a total reduction of \$306,607. This reduction primarily reflects the transfer of four positions, a 7308 Cable Splicer, at a cost of \$78,691 (salaries and fringe benefits), and three 7338 Electrical Line Workers, at a total cost of \$208,996 (salaries and fringe benefits), to a work order budget (Internal Service Fund).

Permanent Salaries in the Radio Electronic Communication Division (General Fund) have also been reduced by \$126,394, with a corresponding reduction in Mandatory Fringe Benefits of \$39,415, for a total reduction of \$165,809. This reduction reflects the transfer of three 7367 Radio Technicians, to a work order budget (Internal Service Fund).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

Temporary Salaries in the Radio Electronic Communication - Public Safety Wire Communication Division (Internal Service Fund) have increased by \$220,793. This increase reflects the addition of three new 7338 Electrical Line Workers, at a cost of \$167,197 and one new 7514 General Laborer, at a cost of \$38,028, for a total cost of \$205,225. These positions would be paid for by a new contract, in the amount of approximately \$580,000, awarded to the Department of Electricity by the Public Utilities Commission (PUC) to operate a Street Light Maintenance Program.

Temporary Salaries have also increased in the Radio Electronic Communication - Radio Electronics Division from zero to \$129,216. The Department is proposing to hire up to 2 FTE Radio Technicians for anticipated work for the San Francisco Fire Department's Remodeling of the Central Fire Alarm Station, involving the design and procurement of new radio dispatching consoles and a Mobile Data Terminal System. Additionally, the Department is anticipating the installation of a radio system to activate valves in the Fire Department's expanded high pressure water system.

Overtime has been reduced in the Public Safety Wire Communication Division by \$21,750 and in the Radio Electronic Communication Division by \$2,494, for a total reduction in Overtime of \$24,244. Overtime has increased in the Radio Electronic Communication Division from zero to \$30,000. The Department is proposing this increase in overtime due to the installation and expansion of a new radio system for the Department of Public Works and for the anticipated conversion of the radio system for the Public Safety Departments (i.e., Police, Fire and Health) in order to meet Federal regulations and to enable the radio system to function more efficiently.

Comments

The Department of Electricity reports that transferring the three 7338 Electrical Line Workers and the one 7308 Cable Splicer from the General Fund to the work order budget, where they would be assigned to specific departmental projects, will result in the maintenance of the Department's outside cable plant being reduced by 40 percent, which includes replacing and rebuilding overhead wire and underground cable. Maintenance work would continue to be deferred and emergency repairs will be the first and, at times, only priority.

The Department advises that the transfer of the 7367 Radio Technicians to the work order budget and the reduction in Overtime will result in an increase in turn around time for maintenance of various radio repairs and service calls. For example, first priority items such as maintaining dispatch consoles, microwave equipment and leased landlines, particularly for the Police Department, will increase from a four to six hour response time to the next day. Secondary priority items such as radios in cars will increase from two to four hours turn around time minimum or by appointment and handheld radio repairs will increase from five days turn around time to ten to twelve working days. Third priority repair areas such as battery chargers, car and desk microphones and speakers will increase from eight days turn around time to ten to twelve days.

According to the Department the elimination of the 1426 Senior Clerk, the 1446 Secretary II and the 1873 Systems Programmer will have a detrimental effect on the Department's on - going operations.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

As noted above, the Department of Electricity is requesting three new positions, a 1630 Telecommunications Clerk, and two 9744 Staff Assistant VI positions. The Telecommunications Clerk was transferred from Temporary Salaries. The transfer of the Telecommunications Clerk from Temporary Salaries to Permanent Salaries would result in a net increase of \$18,907 because, the position will be going from a part-time position to a full time position.

The Department advises that one of the 9744 Staff Assistant VI (Telecommunications Analyst) positions noted above is required to manage approximately fifteen new 1993-94 telecommunications projects for various City departments as well as to assist in managing the timely implementation of telecommunications equipment and services. Major projects include the Sheriff's facility at the Hall of Justice, the Mayor's Office of Emergency Services, the Department of Mental Health and the new one-stop permit processing building at 1660 Mission Street. The Department states that the second Telecommunication Analyst is needed to manage telecommunications equipment and services for Police facilities at the Hall of Justice and for Police stations. Currently, a Police Officer is assigned to these duties and AT&T is under contract to perform all project management, software and hardware coordination and implementation. According to the Department hiring a new Telecommunications Analyst would allow the Police Officer to return to regular police duties and permit a decrease of the contract amount with AT&T.

According to the Department, a full time 1630 Account Clerk is needed in order to free up the four Telecommunications Analyst staff from doing routine clerical work. This position is responsible for handling all Telecommunications calls that come in regarding project changes and for logging in those changes, and for handling routine accounting tasks associated with the management of all of the Telecommunications projects handled by the Division. Additionally, the position is responsible for assisting in closing the Division's books at the end of the year.

The Electricity Department proposes purchasing the following new equipment: an Aerial Lift Truck, at a cost of \$62,000, a Pole Dolly Trailer (trailer to haul utility poles), at a cost of \$10,000, and three vans at a cost of \$66,000. Additionally the Department is proposing to lease/purchase a Digger Derrick Truck, at a cost of \$50,000. The Aerial Lift Truck, Pole Dolly Trailer and Digger Derrick Truck are needed to perform the duties associated with the PUC contract to provide street light maintenance. This equipment would be paid for by the PUC contract. The Department states that the three vans are needed to dispatch Cable Splicer staff to various locations in the City. The Department advises that six Cable Splicer positions were approved in the 1992-93 budget but only three vans were purchased. According to the Department, the additional three vans are needed to permit the dispatch of all six Cable Splicer staff in order to provide an acceptable level of service.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

75 Department of Electricity

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
<u>Public Safety Wire Communication Division (General Fund) (425504)</u>								
641	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,048,179	\$1,037,049	*
655	001	Salary Savings To increase salary savings to prior years level.	9993			(37,123)	(48,253)	\$11,130
641	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				237,107	234,325	2,782
641	190	Other Non-Personal Services Funds have been included in the budget to purchase an Aerial Lift Truck, Pole Dolly Trailer and Digger Derrick Truck. Therefore, the requested equipment rental costs of \$74,400 for this equipment is not needed.				80,549	6,149	74,400

Telecommunications Division (General Fund) (425124)

637	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				671,660	660,563	*
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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

75 Department of Electricity

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
653	001	Account Clerk This position is being created to make a temporary position permanent resulting in an increase of \$11,097. However, the Department has not adequately justified the position. Reduce to deny \$11,097 increase.	1630	1	1	31,242	20,145	11,097
637	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				109,818	102,007	7,811
<u>Radio Electronic Communication Division (Internal Service Fund) (425553)</u>								
647	010	Overtime The Department was not budgeted for any Overtime in this Division in 1992-93. Based on the Department's explanation of anticipated increase in workload, the total amount requested is not adequately justified by the Department.				30,000	15,000	15,000
647	020	Temporary Salaries The Department was not budgeted for any Temporary Salaries in 1992-93. Based on the Department's explanation of anticipated increase in workload, the total amount requested is not adequately justified by the Department.				129,216	64,608	64,608

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

75 Department of Electricity

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Administration & Support Division (General Fund) (425546)</u>								
650	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				446,975	435,845	*
655		Salary Savings To increase salary savings to prior years level.	9993			(37,123)	(48,253)	\$11,130
650	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				101,028	98,246	2,782
651	335	Toxic Waste Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				1,354	893	461
<u>Public Safety Wire Communication Division (General Fund) (425116)</u>								
645	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				66,000	64,500	*
664	220	Vans Reduce to reflect vehicle base cost of \$16,000 per unit, in accordance with Purchaser's price list, plus \$5,500 for utility box conversion of each vehicle.	75041Z	3	3	66,000	64,500	1,500

Total Recommended Reductions

\$202,701

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 40 Public Utilities Commission	Budget Detail:			Page
	Budget Summary:			562
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	(\$332,256)	(\$347,627)	(15,371)	4.6
Subtotal, Mayor's Budget	(\$332,256)	(\$347,627)	(\$15,371)	4.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	44,538,710	40,640,945	(3,897,765)	-8.8
Other Revenues			0	n/a
Total Revenues	\$44,206,454	\$40,293,318	(\$3,913,136)	-8.9 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures			\$0	n/a %
Supplemental Appropriations			0	n/a
Recoveries	43,874,198	39,945,691	(3,928,507)	-9.0
Other Expenditures	332,256	347,627	15,371	4.6
Total Expenditures	\$44,206,454	\$40,293,318	(\$3,913,136)	-8.9 %
Mayor's Listed Positions:				
Permanent	553.0	482.0	-71.0	-12.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	553.0	482.0	-71.0	-12.8 %
Adjustments (FTE):				
Overtime/Temporary	3.50	9.90	6.40	182.86 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(25.31)	(11.00)	14.31	(56.54)
Other Adjustments	(8.92)	(7.30)	1.62	(18.16)
Total FTE	522.27	473.60	(48.67)	(9.32) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **40 - Public Utilities Commission**

Financial Data:

The Public Utilities Commission's proposed \$40,293,318 budget for 1993-94 is \$3,913,136 or 8.8 percent less than the original 1992-93 budget of \$44,206,454. The net decrease from the revised 1992-93 budget to the Standardized budget is \$2,239,998 or 5.3 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Administration	\$4,364,205	\$4,115,235	\$3,930,177	\$3,930,177
Energy Conservation	414,442	532,098	0	0
Management Information Services	4,530,605	4,384,941	4,013,938	4,013,938
Financial Management	10,465,358	10,332,011	11,509,590	11,509,590
Engineering	21,980,740	20,850,228	18,861,944	18,861,944
Personnel	<u>2,451,104</u>	<u>2,318,803</u>	<u>1,977,669</u>	<u>1,977,669</u>
Total Operations	\$44,206,454	\$42,533,316	\$40,293,318	\$40,293,318
Work Order Recovery	(44,538,710)	(44,764,271)	(40,640,945)	(40,640,945)
Total	(\$332,256)	(\$2,230,955)	(\$347,627)	(\$347,627)

Department Expenditures

The Public Utilities Commission has eliminated a total of 71 positions in its proposed FY 1993-94 Budget. Funding is reduced or unchanged in all categories of expense with the exceptions of Health Service (increase of \$5,130), Civil Service-Management Training (increase of \$4,800), Services of Miscellaneous Departments (increase of \$5,346), and City Attorney Services (increase of \$1,000,000).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **40 - Public Utilities Commission**

Comments:

1. The Public Utilities Commission is comprised of five bureaus that provide administrative and technical support to the Public Utilities Commission's three operating departments: the Water Department, Hetch Hetchy Water and Power, and the Municipal Railway. The bureaus' budgets are funded through allocations from each of the three Departments. A sixth bureau, the Bureau of Energy Conservation, is being transferred to Hetch Hetchy Water and Power in the FY 1993-94 Budget. The five remaining bureaus are: (1) General Manager; (2) Financial Management; (3) Management Information Systems; (4) Utilities Engineering; and (5) Personnel and Training.

2. FY 1992-93 and FY 1993-94 authorized permanent positions for the five bureaus is as follows:

Number of Authorized Permanent Positions

<u>Bureau</u>	<u>FY 1992-93</u>	<u>FY 1993-94</u>
General Manager	31	22
Financial Management	158	148
Management Information Systems	55	45
Utilities Engineering	272	239
Personnel and Training	<u>37</u>	<u>28</u>
Total	553	482

3. Forty-seven of the 71 position reduction between the original FY 1992-93 budget and the proposed FY 1993-94 budget occurred at mid-year in FY 1992-93. Of the 24 additional positions (71 minus 47) that would be deleted in the FY 1993-94 budget, a total of seven such deletions would result in layoffs.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

40 Public Utilities Commission

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Management Information Systems</u>								
568	001	Permanent Salaries - Misc.				\$2,134,712	\$2,102,460	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
586	001	Management Info. Sys. Mgr.	1821	1	1	64,504	32,252*	\$32,252
		Provide six months instead of 12 months of salary and reserve the six months of salary recommended pending the completion of the current City-wide Data Processing Classification Project.						
568	060	Mandatory Fringe Benefits				441,928	435,262	6,666
		Corresponds to reduction in salaries.						
								<hr/>
Total Recommended Reductions								\$38,918
Total Recommended Reserves								\$32,252

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 49 Light, Heat and Power

**Budget Detail:
Budget Summary:**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	4,561,514	4,788,775	227,261	5.0
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$4,561,514</u>	<u>\$4,788,775</u>	<u>\$227,261</u>	<u>5.0 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	45,029,342	48,066,005	3,036,663	6.7
Other Revenues			0	n/a
Total Revenues	<u>\$49,590,856</u>	<u>\$52,854,780</u>	<u>\$3,263,924</u>	<u>6.6 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,561,514	\$4,788,775	\$227,261	5.0 %
Supplemental Appropriations			0	n/a
Recoveries	45,029,342	48,066,005	3,036,663	6.7
Other Expenditures			0	n/a
Total Expenditures	<u>\$49,590,856</u>	<u>\$52,854,780</u>	<u>\$3,263,924</u>	<u>6.6 %</u>
Mayor's Listed Positions:				
Permanent	10.0	10.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>10.0</u>	<u>10.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.03	0.04	0.01	33.33 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.03)	(0.03)	0.00	0.00
Other Adjustments			0.00	n/a
Total FTE	<u>10.00</u>	<u>10.01</u>	<u>0.01</u>	<u>0.10 %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **49 - Public Utilities Commission Light, Heat & Power**

Financial Data:

The Bureau of Light, Heat and Power's proposed \$52,854,780 budget for 1993-94 is \$3,263,924 or 6.6 percent more than the original 1992-93 budget of \$49,590,856. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 3,159,703 or 6.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
General Fund	\$4,561,514	\$4,561,514	\$4,788,775	\$4,788,775
Work Order Recoveries	<u>45,029,342</u>	<u>45,133,563</u>	<u>48,066,005</u>	<u>48,066,005</u>
Total	\$49,590,856	\$49,695,077	\$52,854,780	\$52,854,780

Departmental Expenditures

Listed below are the work order transfer totals (\$48,066,005) and detailed General Fund expenditures (\$4,788,775) administered by Light, Heat and Power.

	<u>1992-93</u> <u>Budget</u>	<u>1993-94</u> <u>Request</u>	<u>Variance</u>
Work Order Expenditures for Light, Heat & Power	\$45,029,342	\$48,066,005	\$3,036,663
<u>General Fund Expenditures for Light, Heat and Power</u>			
Utilities for Public Buildings	\$1,306,440	\$1,223,220	(\$83,220)
Electricity for Street Lighting	1,036,981	1,114,699	77,718
PG&E Street Lighting Maintenance	976,500	1,134,300	157,800
Maint. of City-owned Street Lights	501,000	521,006	20,006
Materials & Supplies for Maint.	136,935	144,390	7,455
CalTrans Street Lighting Maintenance	24,787	24,787	0
Administrative Cost	<u>578,871</u>	<u>626,373</u>	<u>47,502</u>
	\$4,561,514	\$4,788,775	\$227,261
Total	\$49,590,856	\$52,854,780	\$3,263,924

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **49 - Public Utilities Commission Light, Heat & Power**

Comments:

1. The Bureau of Light, Heat and Power is responsible for all aspects of City street lighting and for billing the various City agencies for electricity and purchased natural gas. The Bureau operates administratively under Hetch Hetchy Water and Power. The goals of the Bureau are to compute electric and gas bills for all City agencies, to compute all street lighting charges, and to provide and maintain adequate and energy-efficient lighting on City streets.

2. The budget of the Bureau of Light, Heat and Power includes a four percent increase in rates for electricity and a 3.0 percent decrease for natural gas, which accounts for \$3.2 million of the \$3.3 million increase in the Bureau's budget. The Bureau's requested budget for Permanent Salaries is identical to that for FY 1992-93, as are most of the remaining budgeted expenditure items.

3. The position count in the Bureau of Light, Heat and Power remains at 10.

Recommendations:

Recommended reductions in Light, Heat and Power appropriations are reflected in each departmental budget as applicable.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

49 - Public Utilities Commission Light, Heat and Power

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Light, Heat and Power (940312)								
	390	Work Order Recovery				\$52,854,780	\$52,056,002	\$798,778
		Light, Heat and Power						
		*To reduce amounts budgeted for these costs by other departments to actual amounts recommended by Light, Heat and Power. (These recommended reductions, if accepted by the Budget Committee, would be reduced in those Departments' budgets which have budgeted excessive amounts as follows):						
		Retirement System	\$240					
		Public Health	1,976					
		Community Mental Health	1,789					
		Public Works/BBI	11,996					
		Rec/Park (Candlestick)	100,000					
		PUC	248					
		Airport	416,889					
		DPW-Clean Water	920,692					
			\$1,453,830					

*In addition to those departments shown above which have overbudgeted, Light, Heat and Power in the amount of \$1,453,830 there are various departments that have underbudgeted for Light, Heat and Power in the amount of \$655,052. Therefore, the net amount of Services for Other Departments which should be reduced is \$798,778.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 32 Hetch Hetchy

**Budget Detail:
Budget Summary:**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	66,870,000	76,510,000	9,640,000	14.4
Subtotal, Mayor's Budget	\$66,870,000	\$76,510,000	\$9,640,000	14.4 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$66,870,000	\$76,510,000	\$9,640,000	14.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$52,761,108	\$54,974,584	\$2,213,476	4.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$52,761,108	\$54,974,584	\$2,213,476	4.2 %
Mayor's Listed Positions:				
Permanent	190.0	138.0	-52.0	-27.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	190.0	138.0	-52.0	-27.4 %
Adjustments (FTE):				
Overtime/Temporary	11.14	10.10	(1.04)	(9.34) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(11.76)	(8.55)	3.21	(27.30)
Other Adjustments	(1.83)	(4.04)	(2.21)	120.77
Total FTE	187.55	135.51	(52.04)	(27.75) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **32 - Hetch Hetchy Project**

Financial Data:

Hetch Hetchy's proposed \$54,974,584 budget for 1992-93 is \$2,213,476 or 4.2 percent more than the original 1992-93 budget of \$52,761,108. The net increase from the revised 1992-93 budget to the Standardized budget is \$758,780 or 1.4 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Water Supply and Power Generation	\$52,761,108	\$54,215,804	\$54,974,584	\$54,974,584

Department Revenue and Fee Changes

Budget revenues from Interest Earned, Sale of Electricity, and Miscellaneous Revenues increase by a total of \$9,640,000, from \$66,870,000 to \$76,510,000 as follows:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Increase</u>
Interest Earned	\$1,900,000	\$2,500,000	\$600,000
Sale of Electricity	64,670,000	73,610,000	8,940,000
Miscellaneous Revenues	<u>300,000</u>	<u>400,000</u>	<u>100,000</u>
Total	\$66,870,000	\$76,510,000	\$9,640,000

Department Personnel Changes-Budget Category 06

The budgeted number of positions decreases by a total of 52, from 190 in FY 1992-93 to 138 in FY 1993-94. The net reduction of 52 positions results from interdepartmental transfers and a request for one additional position, as follows:

Transfer of Transit Power Unit to Muni	-58
Transfer of Energy Conservation Unit to Hetch Hetchy	+5
Position Substitution Request (two for one)	<u>+1</u>
Net Position Count Change	-52

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **32 - Hetch Hetchy Project**

Department Expenditure Changes by Program

Hetch Hetchy Project FY 1992-93: \$52,761,108 FY 1993-94: \$54,974,584
Increase of \$2,213,476

Labor Costs decreases by \$3,847,295, from \$12,389,606 to \$8,542,311, due to the net reduction of 52 positions and associated reductions in overtime, holiday pay, premium pay, and mandatory fringe benefits.

Non-Personal Services Increases by \$6,848,824, from \$33,809,275 to \$40,658,099, due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Increase</u>
Professional Services	\$2,520,420	\$3,719,600	\$1,199,180
Payments to Other Govts.	391,500	3,281,478	2,889,978
Purchase of Power	<u>19,790,000</u>	<u>22,180,000</u>	<u>2,390,000</u>
Subtotal	\$22,701,920	\$29,181,078	\$6,479,158

Other Current Expenditures decreases by \$402,405 due to Materials and Supplies being reduced by that amount, from \$1,106,005 to \$703,600.

Equipment increases by \$9,286 from \$230,024 to \$239,310.

Services of Other Departments decreases by \$136,292 due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Decrease</u>
Water Department	\$56,069	\$2,835	(\$53,234)
DPW Street Repair-	26,700	0	(26,700)
Misc. Departments-	88,325	44,095	<u>(44,230)</u>
Subtotal			(\$124,164)

Non-work Order Service of other Departments decreases by \$650,186, from \$3,930,184 to \$3,279,998, due to decreases in PUC Services (\$617,439) and Purchasing (\$32,747).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **32 - Hetch Hetchy Project**

Comments:

1. Hetch Hetchy's equity transfer to the City's General Fund is being increased by \$10,000,000 or from \$17,000,000 in FY 1992-93 to \$27,000,000 in FY 1993-94.

2. Hetch Hetchy is also increasing its Revenue Transfer Out, Object 490, from \$2,800,000 in FY 1992-93 to \$7,537,880 in FY 1993-94, or by \$4,737,880. The increased amount of \$4,737,880 is to cover the cost of transferring the Transit Power Division to the Muni. The remaining \$2,800,000 is to assist the Municipal Railway to cover its revenue shortfall.

3. Hetch Hetchy's Overtime budget request decreases by \$100,019 from \$284,217 to \$184,198 due to the transfer of the Transit Power Division to the Municipal Railway. Overtime funds are needed for Hetch Hetchy staff persons to respond to emergency situations on a 24-hour, seven-day-a-week basis.

4. Temporary positions are used extensively by Hetch Hetchy. The FY 1993-94 budget request of \$377,421 is unchanged from FY 1992-93. The temporary positions include a wide variety of classes that are filled on an as-needed basis for seasonal work or to substitute for permanent employees who are on vacation or who are sick.

5. Use of City vehicles is as specified in a policy letter titled "Use and Assignment of City Vehicles" signed by the General Manager of the PUC, dated April 13, 1993. In general, policies are in place controlling the type of vehicle that may be procured and used for various purposes, vehicle assignments, and reports on vehicle assignments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

32 Hetch Hetchy Project

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
434	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$6,215,209	\$6,177,498	*
443	001	Power Scheduling Technician	A807	2	1	89,673	48,646	\$41,027
444	001	Electrical Engineer	5240	3	2	164,781	98,673	66,108
444	001	Civil Engineer To reverse an unauthorized substitution that results in increased costs.	5208	0	1	0	69,424	(69,424)
434	020	Temporary Salaries To reduce FY 1992-93 actual expenditure level adjusted by a cost of living factor for FY 1993-94.				377,421	326,150	51,271
434	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,346,100	1,327,708	18,392
434	100	Professional Services To reduce funding for Professional Services to the amount originally budgeted in FY 92-93 plus \$500,000 in additional funds for the Water Rights Program. Also, the Department has encumbered but not expended approximately \$1.5 million in prior year funds for Professional Services.				3,719,600	3,020,420	699,180
434	112	Travel To reduce Travel to demonstrated need. \$5,872 had been expended as of April 30, 1993.				20,350	10,000	10,350

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

32 Hetch Hetchy Project

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
434	113	Training To reduce Training to demonstrated need. \$20,359 had been expended as of April 30, 1993.				45,750	35,000	10,750
434	144	Membership Dues To eliminate funds for five organizations not authorized in the Administrative Code.				160,895	149,995	10,900
434	190	Other Non-Personal Services To reduce a requested increase for the Purchase of Power not sufficiently justified.				36,711,504	34,321,504	2,390,000
435	220	Equipment * The recommended reduction in equipment is the total of the following specific recommendations.				236,110	222,110	*
448	220	Pick-up 4x4 1/2-Ton	32100Y	6	6	90,000	84,000	6,000
448	220	Pick-up 4x4 3/4-Ton	32101Y	1	1	18,000	17,000	1,000
448	220	Pick-up 4x4 1-Ton To reduce to prices specified by the Purchaser of Supplies.	32102Y	1	1	25,000	18,000	7,000
Total Recommended Reductions								\$3,242,554

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 47 Water Department

Budget Detail:
Budget Summary:

	<u>FY 1992-93 Budget</u>	<u>Mayor's FY 1993-94 Budget</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Revenue Amounts:				
General Fund Unallocated			\$0	n/a
Special Revenue Funds			0	n/a
Departmental Revenue	111,070,980	110,421,124	(649,856)	-0.6
Subtotal, Mayor's Budget	<u>\$111,070,980</u>	<u>\$110,421,124</u>	<u>(\$649,856)</u>	<u>-0.6 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$111,070,980	\$110,421,124	(\$649,856)	-0.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$77,404,766	\$78,614,045	\$1,209,279	1.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$77,404,766	\$78,614,045	\$1,209,279	1.6 %
Mayor's Listed Positions:				
Permanent	522.0	511.0	-11.0	-2.1 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>522.0</u>	<u>511.0</u>	<u>-11.0</u>	<u>-2.1 %</u>
Adjustments (FTE):				
Overtime/Temporary	36.08	18.96	(17.12)	(47.45) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(38.34)	(33.23)	5.11	(13.33)
Other Adjustments	<u>(2.01)</u>	<u>(2.03)</u>	<u>(0.02)</u>	<u>1.00</u>
Total FTE	517.73	494.70	(23.03)	(4.45) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

Financial Data:

The proposed \$78,614,045 budget for 1993-94 is \$1,209,279 or 1.6 percent more than the original 1992-93 budget of \$77,404,766. The net increase from the revised 1992-93 budget to the Standardized budget is \$6,101,169 or 8.4 percent.

Summary of Budgeted Activities:

Activity	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Water Distribution and Quality	\$77,404,766	\$72,512,876	\$78,614,045	\$78,614,045

Department Revenue and Fee Changes

Budget revenues decrease by a total of \$649,856. The major sources of change are as follows:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Difference</u>
Sale of Water - Suburban	\$57,965,227	\$47,397,856	(\$10,567,371)
Sale Water - Consumers	43,572,753	50,300,000	6,727,247
Sale of Land	0	2,200,000	2,200,000
Non-operating Rents	3,883,000	4,124,000	241,000
Miscellaneous	1,100,000	1,599,268	499,268
Interest	2,250,000	2,500,000	250,000
Water Service Install. Chgs.	<u>2,300,000</u>	<u>2,300,000</u>	<u>0</u>
	\$111,070,980	\$110,421,124	(\$649,856)

Department Personnel Changes

The number of permanent authorized positions decreases by a total of 11, from 522 in FY 1992-93 to 511 in FY 1993-94. The net reduction of 11 positions results from 11 vacant positions being deleted. A reduction of an additional 12.03 (23.03 less 11) full-time-equivalent (FTE) positions is due to reduction in the Water Rationing Program (Temporary Positions) and a \$279,591 reduction in Overtime.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

Department Expenditure Changes by Program

Water Distribution and
Quality

FY 1992-93: \$77,404,766 FY 1993-94: \$78,614,045
 Increase of \$1,209,279

Labor Costs decrease by \$1,971,941, from \$33,302,255 to \$31,330,314, due to the net reduction of 11 positions and associated reductions in overtime pay, temporary salaries, and mandatory fringe benefits, and the close-out of the Water Rationing Program, except for the reassignment of two Water Rationing Program positions to the Water Conservation Program.

City Overhead increases from \$1,137,177 to \$1,583,063, a total of \$445,886.

Non-Personal Services decrease by \$2,230,671, from \$9,804,593 to \$7,573,922 due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Change</u>
Professional Services	\$72,900	\$194,160	\$121,260
Training	27,000	57,500	30,500
Other Non-Personal	<u>9,673,112</u>	<u>7,273,262</u>	<u>(2,399,850)</u>
Sub-total	\$9,773,012	\$7,524,922	(\$2,248,090)
Misc. Categories	<u>31,581</u>	<u>49,000</u>	<u>17,419</u>
Total	\$9,804,593	\$7,573,922	(\$2,230,671)

Other Current Expenditures increase by \$133,116 due to Materials and Supplies being increased by that amount, from \$4,300,154 to \$4,433,270.

Equipment expenditures increase by \$699,937 from \$1,351,029 to \$2,050,966.

Services of Other Departments increase by \$2,914,453, from \$5,682,424 to \$8,596,877, due to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Increase</u>
Fire-Object 301	0	\$1,000,000	\$1,000,000
Light Heat & Power	\$4,216,233	6,033,739	1,817,506
Toxic Waste &	0	27,125	27,125
CAO-Insurance	<u>46,000</u>	<u>75,000</u>	<u>29,000</u>
Sub-total	\$4,262,233	\$7,135,864	\$2,873,631
Misc. Categories	<u>1,420,191</u>	<u>1,461,013</u>	<u>40,822</u>
Total	\$5,682,424	\$8,596,877	\$2,914,453

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

Debt Service increases by \$903,369, from \$14,376,485 to \$15,279,854.

Non-work Order Service of other Departments decreases by \$384,870, from \$7,200,649 to \$6,815,779, due to decreases in PUC Services (\$384,503) and Purchasing (\$367).

Comments:

1. The Board of Supervisors approved a motion directing the Budget Analyst to conduct a management audit of the Water Department, and requested that the funds be provided by the Water Department, through the Public Utilities Commission (PUC). The PUC approved this request in the amount of \$106,288.

2. The Board of Supervisors has approved a revised schedules of rates to be charged by the Water Department for water service and water supplied to the Department's suburban resale customers and its City and suburban retail customers. Wholesale rates for suburban resale customers will decrease by 33.19 percent, on the average. The average rate increase for the City's retail customers and for its retail customers in suburban areas is 14 percent.

3. Of the 19 Temporary positions used for the Water Rationing Program, the Department had previously eliminated 13. The Board of Supervisors questioned the need for the remaining six positions. The Water Department's budget deletes 4 of those 6 positions. However, the Department's budget request includes \$100,722 in Temporary Salaries to fund the remaining two staff in the Water Rationing Program. The Budget Analyst has recommended reducing the \$100,722 to \$36,412 to allow only for the phase-out of the Water Rationing Program through September 30, 1993.

4. Budgeted Overtime costs decrease by \$279,591, from \$1,194,528 in FY 1992-93 to \$914,937 in FY 1993-94. Overtime is used in the Water Department for emergency repairs to leaks and main breaks, for standby pay for employees who are required to be available for emergencies, and scheduled maintenance work that cannot be performed during normal work hours because of the need to provide uninterrupted water supply to consumers, traffic conditions, or operations of other City departments.

5. The Water Department uses Temporary Salaries to replace permanent employees who are on vacation or who are on sick leave. The Department's FY 1993-94 Budget request for Temporary Salaries is \$350,722, which is \$655,636 less than the \$1,006,358 budgeted in FY 1992-93. The reduction is due to the phasing out of the Water Rationing Program.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

6. Use of City-owned automobiles is specified in a policy letter titled "Use and Assignment of City Vehicles" signed by the General Manager of the PUC, dated April 13, 1993. In general, policies are in place controlling the type of vehicle that may be procured and used for various purposes, vehicle assignments, and reports of vehicle assignments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

47 Water Department

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Water Distribution and Quality</u>								
596	100	Professional Services To delete funds for an Improved Meter Reading System that the Departments intends to implement at a later date.				\$194,160	\$174,900	\$19,260
596	112	Travel To reduce io current year level.				29,000	13,256	15,744
596	113	Training To reduce to current year level.				55,500	34,000	21,500
597	220	Equipment Purchases * The recommended reduction in equipment is the total of the following specific recommendations.				1,995,966	1,745,966	*
625	220	Datacap H-256K	47200Z	17	0	33,915	0	33,915
625	220	DCMV 1800	47201Z	1	0	14,825	0	14,825
625	220	System Software To delete funds for an Improved Meter Reading System that the Department intends to implement at a later date.	47202Z	1	0	20,000	0	20,000
627	220	Equipment Not Detailed To reduce equipment procurement to the FY 92-93 level of \$1,290,222, plus an allowance of \$455,744 for specialized needs.	9999ZY			0	(181,260)	181,260
598	351	City Mail Services To delete funds for the Purchasing Department to mail public notices. The Water Department will perform this work in-house.				14,200	0	14,200

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

47 Water Department

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Water Conservation Program</u>								
599	020	Temporary Salaries				\$100,722	\$36,412	*
		* The recommended reduction in Temporary Salaries is the total of the following specific recommendations.						
623	020	Temporary Salaries				100,722	36,412	\$64,310
		These monies fund two Temporary positions for Water Rationing/Conservation. We recommend funding for these two positions only for completion of the Water Rationing Program by September 30, 1993. Our recommendation would eliminate any further funding associated with these two positions. If the forthcoming management audit of the Water Department by the Budget Analyst demonstrates a need for these two positions, the Budget Analyst would then make a recommendation to restore these two positions.						
599	190	Other Non-Personal Services				355,352	345,352	10,000
		To delete funds for rental of vehicles. Positions that would use the vehicles have been deleted.						
599	220	Equipment Purchases				55,000	0	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

47 Water Department

<u>Page</u>			<u>Position/</u>	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
628	220	Personal Computer	47125Z	4	0	\$10,000	0	\$10,000
628	220	Computer	47126Z	1	0	8,000	0	8,000
628	220	Trucks, Pickup	47127Z	2	0	32,000	0	32,000
628	220	Two Way Radios	47128Z	2	0	5,000	0	<u>5,000</u>
		To delete equipment request for positions that are being deleted.						

Total Recommended Reductions

\$450,014

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 35 Municipal Railway		Budget Detail: Budget Summary:		Page
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	104,202,291	87,923,211	(16,279,080)	-15.6
Other Departmental Revenue	168,723,188	183,308,278	14,585,090	8.6
Subtotal, Mayor's Budget	\$272,925,479	\$271,231,489	(\$1,693,990)	-0.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$272,925,479	\$271,231,489	(\$1,693,990)	-0.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$272,925,479	\$271,231,489	(\$1,693,990)	-0.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$272,925,479	\$271,231,489	(\$1,693,990)	-0.6 %
Mayor's Listed Positions:				
Permanent	3,322.0	3,299.0	-23.0	-0.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	3,322.0	3,299.0	-23.0	-0.7 %
Adjustments (FTE):				
Overtime/Temporary	31.45	28.98	(2.47)	(7.85) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(103.06)	(164.19)	(61.13)	59.31
Other Adjustments	(70.28)	(62.04)	8.24	(11.72)
Total FTE	3180.11	3101.75	(78.36)	(2.46) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 35 - Municipal Railway

Financial Data:

The Municipal Railway's proposed \$271,231,489 budget for 1993-94 is \$1,693,990 or 0.6 percent less than the original 1992-93 budget of \$272,925,479. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 779,992 or 0.3 percent.

Summary of Budgeted Activities:

<u>Program Activity Budget</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
MUNI Operations (Transportation)	\$136,439,317	\$135,689,138	\$131,714,100	\$131,714,100
Transit Shelter Program	97,598	98,203	112,049	112,049
Transit Impact Development Fee	192,627	793,052	191,511	191,511
Passenger Incentive Program	100,000	100,000	0	0
Clean On-Time Program	1,083,901	1,115,981	0	0
General Management (Eng. & Adm.)	46,239,273	46,046,848	50,111,424	50,111,424
Equipment Maintenance	<u>88,772,763</u>	<u>88,168,259</u>	<u>89,102,405</u>	<u>89,102,405</u>
Total Activity Budget	\$272,925,479	\$272,011,481	\$271,231,489	\$271,231,489
<u>Capital Improvement Budget Transfers</u>				
Miscellaneous Facilities Maintenance	<u>441,000</u>	<u>482,100</u>	<u>373,900</u>	<u>373,900</u>
Total Capital Improvement Budget Transfers	\$441,000	\$482,100	\$373,900	\$373,900
Total MUNI Operating Budget	<u>\$272,925,479</u>	<u>\$272,011,481</u>	<u>\$271,231,489</u>	<u>\$271,231,489</u>
Operating Fund	\$150,439,623	\$150,439,623	\$169,799,293	\$169,799,293
Transit Impact Development Fee	15,370,911	15,371,516	5,756,795	5,756,795
Transfer from Hetch Hetchy and Commission on Aging	3,256,656	3,256,656	8,014,041	8,014,041
Transit Shelter Program	<u>97,598</u>	<u>98,203</u>	<u>112,049</u>	<u>112,049</u>
Total Non-General Fund Revenues	\$169,164,788	\$169,165,988	\$183,682,178	\$183,682,178
General Fund Subsidy	\$103,760,691	\$102,845,493	\$87,549,311	\$87,549,311
Transit Impact Development Fee Supported Capital Improvements	3,730,000	3,730,000	0	0

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **35 - Municipal Railway**

Revenues

The Municipal Railway receives revenues from the fare box, General Fund contribution and lesser amounts from other resources such as the Transit Impact Development Fee (TIDF), transfers from Hetch Hetchy, the Commission on Aging and the Transit Shelter Program. A comparison of revenues and contributions from the General Fund over the last three years is as follows:

<u>Resources</u>	<u>Actual 1991-92</u>		<u>Revised 1992-93</u>		<u>Proposed 1993-94</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
Fare Box and Fast Pass Revenues	\$147,497,748	54.8	\$150,439,623	55.3	\$169,799,293	62.6
Other Revenues and Resources	10,388,403	3.9	18,726,365	6.9	13,882,885	5.1
General Fund Contribution	<u>111,374,714</u>	<u>41.3</u>	<u>102,845,493</u>	<u>37.8</u>	<u>87,549,311</u>	<u>32.3</u>
Total	\$269,260,865	100.0	\$272,011,481	100.0	\$271,231,489	100.0

Total anticipated revenues for 1993-94 from the Fare Box and Fast Passes is contingent on passage by the Board of Supervisors of a revised MUNI fare schedule as recommended by the Public Utilities Commission (File 7-93-9.1). The proposed fare increases are anticipated to provide \$12.8 million in additional revenue during 1993-94 based on a starting date of August 1, 1993. The proposed major fare revisions include increasing adult cash fares \$0.25 from \$1.00 to \$1.25, adult token fares \$0.20 from \$0.90 to \$1.10, monthly fast passes \$5.00 from \$32.00 to \$37.00, charging a premium fare for express service by (a) increasing the single trip cash fare of \$0.50 from \$1.00 to \$1.50, (b) charging \$0.25 with a regular fast pass and (c) offering a \$47.00 premium monthly pass, and revising discount fares including increasing single cash fares \$0.10 from \$0.25 to \$0.35 and monthly fast passes \$3.00 from \$5.00 to \$8.00. The revisions also include the institution of a flat-fare, one-way cable car ticket for \$2.00 which cannot be used as a transfer or to make a round-trip.

The Budget Analyst's review of proposed revenues found that actual revenues realized for the Paratransit Program during 1991-92 and 1992-93 annualized exceeded the budgeted amounts for such revenues. The budgeted amount of \$300,000 for 1993-94 is the same as the budgeted amounts for 1991-92 and 1992-93. A comparison of the amounts of realized revenue for the Paratransit Program for 1991-92 and 1992-93 annualized with the amount budgeted for 1993-94 is as follows:

Paratransit Program Revenues

<u>Description</u>	<u>Amount</u>
1991-92 Actual Revenue Received	\$496,877
1992-93 Actual Revenue Received Annualized	<u>506,881</u>
Subtotal	\$1,003,758
Average Revenue for 1991-92 and 1992-93	501,879
1993-94 Paratransit Program Revenues Budgeted	<u>300,000</u>
Excess of Average Revenue Collected During Last Two Years over 1993-94 Budgeted Revenue Amounts	\$201,879

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **35 - Municipal Railway**

The Budget Analyst recommends that a total of \$200,000 be added to the 1993-94 estimated revenue amount for the Paratransit Program.

As noted above, other resources supporting MUNI operations include transfers from Hetch Hetchy and the Commission on Aging.

In 1992-93, Hetch Hetchy began transferring \$2.8 million to MUNI to cover the cost of the Hetch Hetchy power used by MUNI for running the trolley buses and the Metro systems' Light Rail Vehicles (LRVs). The 1993-94 budget includes the same funds for transfer from Hetch Hetchy to MUNI as in 1992-93. In the 1993-94 budget, the Transit Power budget unit, which maintains MUNI's transit power substations, as well as the overhead and underground power feeder system, is to be transferred from Hetch Hetchy to MUNI. The unit was managed by the MUNI Deputy General Manager for Maintenance for several years, but was budgeted at Hetch Hetchy. Both the revenues and expenditures, which offset each other, are transferred from Hetch Hetchy to MUNI. The expenditures will be budgeted as part of MUNI's Maintenance Division costs.

The Commission on Aging transfers money annually to fund additional paratransit services for their clients. The money is "passed through" MUNI's budget, and a comparable amount is budgeted in the Administration Division's Object 190 for paratransit services.

The funds transferred to MUNI from Hetch Hetchy and the Commission on Aging in 1992-93 and 1993-94 are as follows:

<u>Description of Transfer</u>	<u>1992-93 Budget</u>	<u>1993-94 Budget</u>
Hetch Hetchy Cost of Power	\$ 2.8 million	\$ 2.8 million
Hetch Hetchy Budget Transfer	0.0 million	4.7 million
Commission on Aging	<u>0.5 million</u>	<u>0.5 million</u>
Total	\$ 3.3 million	\$ 8.0 million

In May 1981, the Board of Supervisors enacted the Transit Impact Development Fee Ordinance, which requires office developers in the downtown area to pay a share of the City's increased cost to provide transit service in the downtown area. Since 1987-88, MUNI has appropriated funds annually in its operating budget from the Transit Impact Development Fee (TIDF). Proceeds from the fee can be spent on both capital and operating costs. The annual contribution to the General Fund is intended to cover costs incurred by MUNI for additional service in the downtown area over and above the amount that was provided in March of 1980.

In 1992-93, the Public Utilities Commission (PUC) staff reviewed the assumptions that were included in the model which determines the amount of revenues that can be appropriated from TIDF to the General Fund. The PUC concluded that an additional amount could be justified for capacity generated by LRVs that was not previously captured. Based on that assessment, the 1992-93 budget added a one-time payment of \$12.4 million from TIDF, to repay the General Fund for prior year eligible costs. In addition, an annual payment of \$2.8 million for 1992-93, and \$0.2 million in eligible administrative costs were budgeted, for a total of \$15.4 million in TIDF funds.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **35 - Municipal Railway**

Based on the revised assumptions used to justify the one-time payment in 1992-93, the amount of the eligible annual payment in both 1992-93 and 1993-94 is about \$4.2 million. In addition to the \$4.2 million annual amount for 1993-94, this budget also recoups \$1.4 million that could have been claimed for the 1992-93 annual amount (\$4.2 million less \$2.8 million), for a total of \$5.6 million. An additional \$200,000 is available for administrative costs. A comparison of the 1992-93 and 1993-94 TIDF budgeted amounts is as follows:

<u>Transit Impact Development Fee</u>	<u>1992-93 Budget</u>	<u>1993-94 Budget</u>
TIDF Annual Payment	\$2.8 million	\$4.2 million
One-Time Payment	12.4 million	1.4 million
Administration	<u>0.2 million</u>	<u>0.2 million</u>
Total	\$15.4 million	\$5.8 million

The Transit Shelter Program is the result of an agreement between the Public Utilities Commission (PUC) and Gannett Shelter Poster Company, which provides for passenger shelters to be constructed by Gannett throughout the City. Gannett reimburses the City for one-half the cost of administering the shelter program. As a result of a 1989 contract amendment, one-half of this money plus an additional amount for maintaining art on Market Street is distributed to the Arts Commission. The 1993-94 budget has been increased by \$14,451 to provide a step increase for the transit planner and services of the City Attorney, who will be updating the transit shelter agreement.

Expenditures

The Municipal Railway consists of three major divisions; MUNI Operations (Transportation), General Management (Engineering and Administration), and Equipment Maintenance. Permanent positions decreased by 23 from 3,322 to 3,299 with a corresponding reduction in full time equivalence over 78%.

MUNI Operations (Transportation)

The objective of MUNI Operations is to provide service to meet transit demand by allocating properly trained operators and overseeing support services required to deliver scheduled service. The Mayor's recommended 1993-94 budget has reduced MUNI's total request for Miscellaneous and Platform salaries by \$2,202,171 from \$101,266,332 to \$99,064,161 by increasing MUNI's salary savings level of \$2,202,171 from \$1,638,733 to \$3,840,904, from 1.6 percent to 3.8 percent (permanent Miscellaneous salary savings increased \$602,171 from \$654,484 to \$1,256,655 or from 4.0 percent to 7.6 percent of total Miscellaneous salaries and Platform salary savings increased \$1,600,000 from \$984,249 to \$2,584,249 or from 1.1 percent to 3.0 percent of total Platform salaries.) Under these circumstances, PUC Finance Bureau staff advises that transit service including the 3,752,524 hours in scheduled service will require reductions unless the \$2.2 million of additional salary savings are restored.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **35 - Municipal Railway**

The 1993-94 Mayor's recommended budget for MUNI Operations will also transfer 3 positions from PUC's Reproduction and Photography unit to MUNI and the deletion of 2 Class 9142 Transit Manager III positions for a net increase of one position from 314 positions to 315 positions. The Budget Analyst recommends the deletion of four additional funded positions that are currently vacant (one 5288 Transit Planner II, one 9126 Transit Traffic Checker and two 9139 Transit Supervisors. The Transit Planner II position is vacant because the assigned position has been transferred to and reported in the Transit Shelter Program budget. Because the position has not been refilled, the Budget Analyst recommends that any planning assignments associated with the Transportation Division should be the responsibility of the two remaining division transit planners. The deletion of the vacant Transit Traffic Checker position and the two vacant Transit Supervisors positions would reduce the number of Transit Traffic Checker positions from 11 to 10 and Transit Supervisors positions from 164 to 162. The Budget Analyst believes that the duties and responsibilities for these positions can be adequately performed by the remaining number of authorized positions in these classifications.

General Management (Engineering and Administration)

The Mayor's recommended 1993-94 budget provides for a net increase of approximately \$4.0 million from 1992-93 to 1993-94 due to a \$2.8 million increase for judgements and claims and an increase of \$1.8 million in the cost of paratransit services (the \$1.8 million is offset by revenues from the State Transit Assistance (\$1.4 million) and the San Francisco Transportation Authority (\$0.4 million). A decrease of \$0.6 million in workers compensation accounts for the difference between the net \$4.0 million increase and the \$4.6 million cost for the additional claims and paratransit services. The Mayor's recommended 1993-94 budget has reduced MUNI's request for Miscellaneous salaries by \$1,300,825 from \$2,573,261 to \$1,272,436 by increasing MUNI's salary savings level \$796,030 from \$281,125 to \$1,077,155, from 11.9 percent to 45.8 percent. Other salary adjustments total \$504,795 including the elimination of \$500,000 for a Federally mandated drug testing program for safety sensitive positions that was expected to start in January 1994. The budget also provides for \$200,000 in additional training to correct managerial and operational deficiencies as requested by the Mayor in April 1993.

The 1993-94 Mayor's recommended budget for General Management included no personnel changes for the 47 existing positions.

Equipment Maintenance

The Mayor's recommended budget for 1993-94 provides for a \$1.0 million increase in the Maintenance Division due to a transfer of \$4.7 million from Hetch Hetchy to fund 58 positions responsible for the Transit Power unit. This increase is offset by the Mayor's recommended deletion of 6 positions and an increase of \$1,396,159 in salary savings from \$2,306,169 to \$3,702,328 or a 2.8 percent increase from 4.5 percent to 7.3 percent.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **35 - Municipal Railway**

As indicated above, the 1993-94 Mayor's recommended budget for Equipment Maintenance will transfer 58 positions from the Transit Power unit of Hetch Hetchy to MUNI's Equipment Maintenance Division. In addition, the Mayor has recommended the deletion of six positions (four Class 7318 Electronic Maintenance Technicians, one Class 7329 Electronic Maintenance Technician Assistant Supervisor and one Class 7376 Sheet Metal Worker) for a net increase of 52 positions from 1,050 positions to 1,102 positions. The Budget Analyst recommends the deletion of six additional positions that are currently vacant (one Class A832 Operations Equipment Supervisor, one Class 1819 Management Information Systems Specialist III, one Class 1929 Parts Storekeeper, two Class 2708 Custodian, and one Class 7514 General Laborer as the requirements for these positions can be currently performed by other personnel.

Position Count

Based on a comparison of total positions in the 1992-93 and 1993-94 budgets there is a net decrease of 23 permanent authorized positions from 3,322 positions identified in 1992-93 to 3,299 positions recommended in the Mayor's 1993-94 budget. However, a comparison of the 1992-93 revised budget and the Mayor's 1993-94 budget identifies instead an increase of 53 positions from 3,246 to 3,299 positions. A comparison of the original and revised position counts for 1992-93 and the recommended position count for 1993-94 is as follows:

Comparison of 1992-93 and 1993-94 MUNI Position Counts

Division/Program	1992-93 Budget		1993-94 Budget Recommended	Budget Difference of 1993-94 Recommended Budget with	
	Original	Revised		Original	Revised
Transportation					
Miscellaneous	316	314	315	(1)	1
Platform	1,833	1,833	1,833	0	0
Transit Shelter Program	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Subtotal	2,150	2,148	2,149	(1)	1
Engineering and Administration					
Miscellaneous	54	47	47	(7)	0
Transit Impact Development					
Fee (TIDF)	1	1	1	0	0
Clean On-Time Program	<u>53</u>	<u>0</u>	<u>0</u>	<u>(53)</u>	<u>0</u>
Subtotal	108	48	48	(60)	0
Maintenance					
Equipment Maintenance	<u>1,064</u>	<u>1,050</u>	<u>1,102</u>	<u>38</u>	<u>52</u>
Total	3,322	3,246	3,299	(23)	53

A 76 position count difference (3,322 minus 3,246) between the 1992-93 original and revised budgets is attributed to a 2 position reduction in the Transportation Division, a 7 position reduction in the Engineering and Administration Division, a 53 position reduction with the elimination of the Clean On-Time Program and a 14 position reduction in the Maintenance Division.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division

35 - Municipal Railway

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Department Revenues</u>								
449	9116	Paratransit Revenue Increase of revenues based on the average of actual revenue received during 1991-92 and 1992-93.				300,000	500,000	200,000
<u>MUNI Operations (560664)</u>								
464	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				14,655,079	14,486,551	*
476		Transit Planner II The planner previously filling this position has been transferred to and reported in the Transit Shelter Program budget. Because this position is vacant the Budget Analyst recommends that the position be deleted and any existing duties be reassigned among the remaining two planners in this Division.	5288	1	0	46,980	0	46,980
		Transit Traffic Checker	9126	11	10	468,849	435,937	32,912
		Transit Supervisor	9139	164	162	9,081,329	8,992,693	88,636
		MUNI reports that one 9126 Transit Traffic Checker position is vacant due to disability/retirement and two 9139 Transit Supervisor positions are vacant due to death or disability/retirement. Because these positions are vacant the Budget Analyst recommends that the positions be deleted and any existing duties be reassigned among remaining staff in these classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division

35 - Municipal Railway

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
464	018	Premium Pay Based on a review of actual expenditures during the past three months and annualized for the current year, a reduced amount of \$127,118 to \$450,827 is recommended for 1993-94.				577,945	450,827	127,118
464	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				16,427,017	16,384,885	42,132
464	113	Training Reduce by one-third the number of workshop participants.				5,500	3,670	1,830
464	130	Materials and Supplies Reduce additional costs for reproduction and photography services by \$44,085 from \$88,170 to \$44,085 to reflect that this unit has been reduced by 50 percent from six to three employees.				860,175	816,090	44,085
464	190	Other Non-Personal Services Additional costs of \$80,539 for reproduction and photography services have been halved since that service unit was reduced by 50 percent in its transfer from PUC General Managers Office.				245,574	205,304	40,270
465	351	City Mail Service Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				42,400	31,940	10,460

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division

35 - Municipal Railway

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>General Management (560946)</u>								
466	010	Holiday Pay Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				34,258	16,868	17,390
466	018	Premium Pay Based on a review of actual expenditures during the past three months and annualized for the current year, an equal amount is recommended for 1993-94 .				22,911	13,596	9,315
466	112	Travel Reduce two out-of-city trips to one.				852	426	426
466	113	Training Reduce from three to two participants for Hazardous Materials Management (HMM) Training (\$6,672), reduce from seven to five participants for HMM Training (\$7,261) and reduce MUNI Management Training cost by \$50,000 from \$200,000 to \$150,000.				225,413	161,480	63,933
466	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				78,383	53,543	24,840
467	312	Civil Service Reduce to actual 1992-93 cost plus five percent cost-of-living adjustment for 1993-94.				45,000	30,000	15,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division

35 - Municipal Railway

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Equipment Maintenance (560722)</u>								
468	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				47,124,075	45,787,997	*
482	001	Operations Equipment Supervisor III A832 Management Information Systems		1	0	69,577	0	69,577
482	001	Specialist	1819	1	0	60,496	0	60,496
482	001	Parts Storekeeper	1929	23	22	879,000	843,194	35,806
482	001	Custodian	2708	49	47	1,438,761	1,387,370	51,391
482	001	General Laborer Because MUNI reports that these positions are vacant, the Budget Analyst recommends that they be deleted and related duty requirements be assigned to existing personnel.	7514	26	25	990,200	958,048	32,152
468	018	Premium Pay Based on a review of actual expenditures during the past three months and annualized for the current year, a reduced amount of \$87,892 to \$1,434,389 is recommended for 1993-94.				1,522,281	1,434,389	87,892
468	020	Temporary Salaries Positions are currently vacant. Duties can be reassigned to other personnel.				91,607	82,807	8,800
468	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				10,793,162	10,730,806	62,356

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division

35 - Municipal Railway

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From	To	Savings
468	100	Professional Services Contracts A review of maintenance costs for the HP100 computer indicates an average annual cost of \$15,000 or \$4,120 less than the proposed budget.			91,620	87,500	4,120
468	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.			39,537	27,403	12,134
468	130	Materials and Supplies Reduced to actual 1992-93 expenditure level adjusted for Hetch Hetchy transfer and inflation.			15,035,222	14,830,905	204,317
468	130	Materials and Supplies Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. Our recommendation still provides for \$91,268 in contractual services transferred from Hetch Hetchy.			5,938,995	5,870,253	68,742
Total Recommended Reductions							\$1,463,110

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page

Department/Division: San Francisco Redevelopment Agency

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
Tax Increment Revenue	\$57,490,000	\$27,624,000	(29,866,000)	-51.9
General Fund Unallocated			0	n/a
Other Departmental Revenue	65,270,000	34,781,000	(30,489,000)	-46.7
Subtotal, Mayor's Budget	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Mayor's Listed Positions:				
Permanent	111.5	94.0	-17.5	-15.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	111.5	94.0	-17.5	-15.7 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings			0.00	n/a
Other Adjustments		5.00 *	5.00	n/a
Total FTE	111.50	99.00	(12.50)	(11.21) %

*Positions transferred from the Mayor's Office.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Item 3 - File 161-93-5 - Resolution approving the interim budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94.

Amount: \$14,632,000

REVENUES:	Property Sales	\$ 0
	Rentals and Leases	509,000
	Prior Year Earnings/Savings	6,869,000
	Grants	6,390,000
	Debt Proceeds	0
	Developer Contributions	700,000
	Tax Increment	<u>0</u>
	Total	\$14,468,000

EXPENDITURES:	Personnel Costs	\$ 974,000
	Administrative Overhead	<u>157,000</u>
	Subtotal	1,131,000

Capital Project Activities:		
Yerba Buena Center	\$2,902,000	
Rincon Point-South Beach	121,000	
Hunters Point	1,200,000	
India Basin Industrial Park	75,000	
Western Addition A-2	805,000	
Hunters Point Shipyard	450,000	
South of Market	1,535,000	
City Wide Housing	3,506,000	
South Beach Harbor	157,000	
Economic Development	1,076,000	
Art Center & Garden Operations	1,250,000	
GSA Site	<u>260,000</u>	
Subtotal		<u>13,337,000</u>
Total Interim Budget		\$14,468,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Comments:

1. The amount of \$14,428,000 represents 1 month out of the 12 month 1993-94 budget totalling \$62,405,000.

2. Mr. Gamble of the SFRA reports that the number of full time equivalent (FTE) positions will be reduced by 13.5 from 111.5 to 98 beginning July 1993 and an additional 4 positions after the interim budget to reduce the number of positions to 94. These deletions will affect positions throughout the SFRA. Mr. Gamble advises that, in addition to those 13.5 positions, another 13 FTE positions were planned to be deleted from the Relocation Division (four positions), Records Division (five positions) and Property Management Division (four positions), effective August 1, 1993. These functions were planned to be Contracted Out after the interim budget period. The Mayor's budget, however, restored these 13 positions.

3. Mr. Gamble also reports that no new personnel would be hired, no new programs would be initiated and no new equipment would be ordered during the one month interim period. Six positions, however, which were previously funded in the Mayor's budget, were to be transferred to the Redevelopment Agency effective July 1, 1993 as follows:

Sr. Dev. Exec. Dir., Economic Dev.	\$96,694
Dir. of Business Development	71,162
Dir. of Property Formulation	63,024
Enterprise Zone Coordinator	63,024
Dir. of Loan Programs	71,162
Loan Program Accountant	53,924
Total Annual Salaries	\$418,990

These positions have been deleted from the Mayor's fiscal year 1993-94 budget but would continue to be fully funded from grant and work order funds in the SFRA budget.

4. The Mayor's Office has requested an amendment to revise downward the salaries of five of the positions listed above as follows:

Sr. Dev. Exec. Dir., Economic Dev.	\$96,694
Dir. of Business Development	63,024
Dir. of Property Formulation	53,766
Enterprise Zone Coordinator	63,024
Dir. of Loan Programs	70,183
Total Annual Salaries	\$346,691

Further, the Mayor has requested an amendment to delete the Loan Program Accountant (\$53,924). The addition of these five positions increases the position count from 94 to 99.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Recommendation:

Approve the proposed resolution as amended.

Item 4 - File161-93-5.1 - Resolution approving the budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-1994; approving and authorizing an amendment to the Indebtedness Limitation Agreement between the Redevelopment Agency and the City and County of San Francisco; and approving issuance by the Agency of bonds in an aggregate principal amount not to exceed \$30,000,000 for the purpose of financing Redevelopment activities in Fiscal Year 1993-94.

Financial Data:

The SFRA's proposed \$62,405,000 budget for 1993-94 is \$60,355,000 or 49.2 percent less than the original 1992-93 budget of \$122,760,000.

Amount: \$61,594,000

REVENUES:	FY 1992-93	FY 1993-94
Property Sales	\$27,482,000	\$ -
Rentals/Leases	6,170,000	6,111,000
Prior Year Earnings/Savings	14,804,000	8,869,000
Grants	5,000,000	6,840,000
Debt Proceeds	4,000,000	-
Developer Contributions	500,000	700,000
Tax Increment	7,316,000	12,262,000
Tax Increment Bond Requirement	<u>57,490,000</u>	<u>27,624,000</u>
Total	\$122,762,000	\$62,406,000
EXPENDITURES:		
Legal	\$1,192,000	\$1,162,000
Econ. Studies & Misc. Items	1,899,000	1,335,000
Acquisition	16,000,000	2,233,000
Public Improvements	22,747,000	5,170,000
Architect, Engineering, Design & Review	4,134,000	-
Construction Monitoring	1,426,000	1,950,000
Relocation	252,000	721,000
Property Maintenance	3,435,000	6,056,000
Housing Production & Assistance	20,437,000	16,727,000
Employment/Business Assistance	1,476,000	686,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

	<u>FY 1992-93</u>	<u>FY 1993-94</u>
Business Dev./Revitalization	7,626,000	390,000
Debt Service	12,689,000	17,333,000
Refinancing:Fuji Debt	16,785,000	-
Restricted Funds	<u>3,964,000</u>	<u>-</u>
Subtotal	\$114,062,000	\$53,763,000
Personnel Costs	\$7,096,000	\$6,869,000
Administrative Costs	<u>1,604,000</u>	<u>1,773,000</u>
Subtotal	\$8,700,000	\$8,642,000
Total Project Costs	<u>\$122,762,000</u>	<u>\$62,405,000</u>

A description of major project activities and anticipated accomplishments for each project for 1993-94 are as follows:

Yerba Buena Center **\$17,236,000**

Complete working drawings and start construction of the child care center, ice rink/bowling center, children's cultural center, carousel and park on Central Block 3.

Implement security, operation and maintenance program for the Gardens and Center for the Arts on Central Block 2.

Continue to monitor construction of the San Francisco Museum of Modern Art and implementation of the Affirmative Action goals.

Work with the Mexican Museum in the development of their facility.

Negotiate agreement and begin design review with developer selected for the entertainment/retail site on Central Block 2.

Negotiate agreement and begin design review with developer selected for the housing development on East Block 2-C.

Market site for development and select a developer for East Block 2-A.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Rincon Point - South Beach/South Beach Harbor

\$3,809,000

Continue discussions with current residential property owners related to owner participation for the development of their property in accordance with the plan.

Monitor owner participation efforts for development of the site.

Complete remodeling and market commercial space on Pier 38BB and Pier 40 for harbor related and harbor compatible uses.

Continue to coordinate the construction of the Embarcadero Roadway in the project area, and to negotiate interim parking, access and staging areas and scheduling.

Exercise option to lease with the Port and begin construction of South Beach Park and continue to maintain, operate and market the South Beach Harbor. Review and approve architectural plans prior to construction which is scheduled for Summer of 1994.

Negotiate leasing agreement with the Port for Rincon Point Park, as well as to initiate the design process.

Western Addition A-2

\$4,184,000

Continue to provide relocation, affirmative action, economic development, housing and public improvement activities in the Western Addition A-2. Future activity in the A-2 Redevelopment Project Area would include 102 residential condominiums in Parcel 732-A, 17 units at Sutter near Fillmore, 26 units at Myrtle and Van Ness and 53 units and a Senior Center on McAllister near Fillmore.

Hunters Point

\$1,969,000

Begin construction of 117 affordable housing units at one location and provide additional housing subsidies to purchasers of units to be constructed in the Hunters Point School II site. In addition, the Agency intends to fund the San Francisco Housing Development Corporation to provide a home ownership educational program.

Hunters Point Shipyard

\$1,415,000

Work with Navy to expedite toxic clean up schedule and remediation of the Shipyard.

Lease first 50 acre site from the Navy upon completion of toxic clean up.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Develop conceptual plan for entire Shipyard and specific plan for the 50 acre site.

Continue City's Master Plan amendment and EIR process. (Funding is contingent on the approval of a Redevelopment Project Area.)

Work with the Mayor's Citizens Advisory Committee to incorporate their development criteria into the process.

Demolish vacant single family homes on the 50 acre site.

India Basin

\$463,000

Monitor land use compliance under the Redevelopment Plan.

Provide economic development assistance and opportunities through a program with the Urban Economic and Development Corporation.

Affordable Housing Program

\$13,739,000

The program would continue to be administered jointly with the Mayor's Office of Housing. The allocation of funds for each program category may be adjusted depending on need, but the overall program allocations totaling \$13,739,000 would be:

Nonprofit Acquisition, Rehabilitation and New Construction of Low/Moderate Housing	\$6,000,000
Nonprofit and Tenant Purchase of At-risk Federally Subsidized Developments	500,000
Housing Loans and Grants to People with AIDS	6,000,000
Relocation Assistance and Affirmative Action Compliance	195,000
Studies and Other Costs	98,000
Fair Housing Testing in Agency-financed Rental Projects	10,000
Personnel Costs	713,000
Administration	193,000
Outside Legal Counsel	30,000
Total	\$13,739,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

South of Market

\$5,774,000

Continue to acquire housing development sites for the development 100 family dwelling units and to facilitate the acquisition of 2-3 Single Room Occupancy (SRO) Hotels and/or apartment buildings by non profit developers for the purposes of rehabilitation and instituting better management.

Complete construction on three new housing development sites which would produce 54 new family units and 140 replacement SRO units.

Complete and adopt an amended redevelopment plan which will expand the project area boundaries and broaden the scope of redevelopment activities.

South Beach Harbor

\$3,234,000

Continue to maintain and operate the harbor.

South Bayshore Study Area

\$180,000

In cooperation with community groups and businesses complete creation of project area committee.

Begin process for creation of a survey area for the development of Third Street.

Center for the Arts

\$5,000,000

Center for the Arts is currently scheduled to be open in October of 1993. The Center for the Arts has developed a detailed budget for operation of the Center. Revenues and expenditures for the first year of operation are summarized as follows:

Revenue

Governmental Fund:

- SFRA \$2,500,000

Fundraising 845,464

Earned Income:

- Box Office Revenue \$274,169

- Facilities Rentals 178,664

- Galleries Admissions 40,320

- Cafe and Bookstore 25,000

- Investments and Interests 20,000 538,153

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Prior Years' Designated Funds for Opening Expenses		<u>650,000</u>
Total Revenue		\$4,533,617
 <u>Expenses</u>		
Staffing Costs:		
Programs	\$262,515	
Marketing/Development	171,122	
Box Office	83,952	
Operation	370,243	
Administration	372,752	
Benefits	<u>285,435</u>	\$1,546,019
Programs:		
Performing Arts	\$529,130	
Visual Arts	<u>277,770</u>	806,900
Public Relations and Marketing		625,724
Fundraising		73,072
Operating Costs:		
Maintenance & Security		
Contracts	\$569,250	
Utilities	201,354	
Equipment	30,888	
Other Operating Expenses	<u>219,474</u>	1,020,966
Administration		<u>235,937</u>
Total Expenses		\$4,308,618
Mandated Reserves		<u>225,000</u>
Total Expenses and Reserves		\$4,533,618*

*Total Revenues do not equal Expenses and Reserves due to rounding.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Economic Development

\$2,037,000

A summary of goals for the upcoming fiscal year:

Implement Chinatown Economic Development Programs to include Small Business Loan Program, Aesthetic Improvement Program, Chinatown Lighting Program, Transportation Improvement Program, and Marketing Program.

Continue currently funded neighborhood revitalization programs and activities for South of Market, 24th Street, Hunters Point, and Western Addition.

Establish survey area in Hunters Point/South Bayshore to initiate Third Street Revitalization Program.

Continue predevelopment activities on GSA, GAP, and Hunters Point Naval Shipyard sites. Continue to assist Mayor's Office city-wide economic development efforts.

Continue currently funded small business loan programs for South of Market, 24th Street, Hunters Point, and Western Addition.

Place six businesses in the Western Addition Small Business Incubator.

Continue to provide business technical assistance and employment development assistance through contracts with community-based organizations.

Federal Office Building (FOB)

3,056,000

The project involves the establishment of a redevelopment project area around the GSA Site, the acquisition of the Site, the fiscal merger of existing redevelopment project areas to permit tax allocation financing for the project and disposition of the Site to the General Services Administration for the construction of the FOB. Goals for Fiscal Year 1993-94 would include:

Establish new redevelopment project area.

Merge all Agency project areas for fiscal purposes.

Complete required relocation of existing commercial tenants.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Acquire the GSA Site.

Convey the GSA Site to the Federal government.

Central Relocation Service

\$310,000

The Central Relocation function would continue to be funded with 4 positions, the same as fiscal year 1992-93.

Grand Total all Projects

\$62,405,000*

*Total does not equal line item budget due to rounding.

The proposed legislation would also approve and authorize an amendment to the Indebtedness Limitation Agreement between the SFRA and the City. This agreement authorizes the SFRA to claim \$2,538,000 annually to repay the 1993 Tax Increment Bond and limits the SFRA to a cumulative annual tax increment payment of \$14,800,000 per its statement of indebtedness to be filed by October 1, 1993. The \$14,800,000 payment would be distributed as follows:

1993-94 Proposed SFRA Tax Increment Revenue

1989-90 Tax Increment	\$3,757,431
1990-91 Tax Increment	1,887,400
1991-92 Tax Increment	1,673,108
1992-93 Tax Increment	2,475,430
Additional 1992-93 (not taken by SFRA)	<u>2,468,631</u>
Total Prior Year Tax Increment Revenue	\$12,262,000
1993-94 Proposed Tax Increment	<u>2,538,000</u>
Total 1993-94 Tax Increment Revenue	\$14,800,000

The proposed legislation would finally approve the issuance of bonds in an aggregate principle amount not to exceed \$30,000,000 for the purpose of financing 1993-94 redevelopment activities. The Agency is requesting \$30 million as the aggregate principle amount in tax increment bonds, though the Agency only requires \$27,624,000 or \$2,376,000 less than \$30 million. According to Mr. Bob Gamble of the Redevelopment Agency, the Agency would need the remaining \$2,376,000 to pay bond issuance costs.

The administrative budget of the Agency for fiscal year 1993-94 has been reduced by a net total of \$58,000 from \$8,700,000 to \$8,642,000. The number of full time equivalent positions has been reduced by 17.5 from 111.5 to 94. The position deletions (additions) from the fiscal year 1992-93 budget are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

<u>No. of</u> <u>Positions</u>	<u>Position Title</u>	<u>Function</u>	<u>Fiscal Year</u> <u>1992-93 Salary</u>
1	Chief Econ. Dev.	Economic Development	\$81,968
1	Secretary II	Economic Development	36,426
1	Sr. Civil Engineer	Engineering & Rehab.	80,000
1	Civil Engineer	Engineering & Rehab.	69,160
1.5	Sr. Architect	Architecture	111,618
.5	Architural Associate	Architecture	29,781
1	Develop Specialist	Development & Real Estate	69,160
1	Sr. Mgmt. Asst.	Community Services	51,350
1	Sr. Clerk	Affirmative Action	30,394
1	Rest. & Bus. Svc. Supv.	Residents & Bus. Services	67,782
2	Sr. Comm. Svc. Rep.	Residents & Bus. Services	96,356
1	Admin. Asst. I	Residents & Bus. Services	39,520
1	Chief of Planning/ Programming	Planning	84,448
1	Secretary II	Planning	36,426
.5	Legal Clerk	Legal	13,802
1	Sr. Accountant	Finance	44,356
1	Data Processing Mgr.	Data Processing	71,162
1	Clerk/Receptionist	Administrative Services	28,964
(1)	Development Specialist*	Housing Production & Mgt.	(62,712)
17.5		Total Salaries	\$979,961

*Federally funded position added for housing with AIDS program.

The fiscal year 1993-94 proposed budget would also transfer 7 positions from the South Beach Harbor Project and 1 position from Housing Production and Management to alternative funding sources and would increase by 5 positions from 94 to 99 due to the transfer of 5 positions for Economic Development from the Mayor's Office as enumerated in our report on item 3.

Comments:

1. The Central Relocation unit was deleted by the SFRA in its 1993-94 budget but was restored by the Mayor at its fiscal year 1992-93 level.

2. The Budget Analyst has recommended \$625,013 in reductions to the fiscal year 1993-94 SFRA budget. These reductions are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

San Francisco Redevelopment Agency

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
		Dues and Subscriptions				\$37,740	\$32,850	\$4,890
		Conference & Etc.				13,765	10,100	3,665
		Commissioner's Fees & Related Expenses				15,000	8,750	6,250
		To eliminate increases for these expenditure accounts.						
		Travel-Local				16,925	14,500	2,425
		Travel - Out of Town				11,600	5,000	6,600
		Office Supplies				84,650	75,000	9,650
		Supplies-Minimal Printing Photo				92,350	55,000	37,350
		Maintenance Machines Equipment/ Furniture				119,050	85,000	34,050
		Purchase/Machines Equipment/ Furniture				88,750	35,000	53,750
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
		Center for the Arts				5,000,000	4,533,617	466,383
		Reduce the Center for the Arts budget from the \$5,000,000 estimate of the SFRA to the actual budget including reserves proposed by the Center.						
Total Recommended Reductions								\$625,013

390.07

12

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CALENDAR ... Action
Tulcan

**BUDGET REVIEW HEARINGS
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

DOCUMENTS DEPT.

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THURSDAY, JUNE 24, 1993 - 1:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS MIGDEN, HSIEH, ALIOTO

1. File 100-93-1. Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1993-94. (Mayor)

HUMAN WELFARE

- 26 Commission on Aging
- 34 Human Rights Commission
- 48 Commission on the Status of Women
- 45 Social Services

COMMUNITY HEALTH

- 83 Public Health Central Office
- 85 Laguna Honda Hospital
- 86 San Francisco General Hospital
- 87 Community Mental Health Services

GENERAL CITY RESPONSIBILITIES

CAPITAL PROJECTS

ACTION: Departmental hearings held.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 25, 1993

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: Supplemental information for 1993-94 budget review

Enclosed is information which we have prepared in response to the Budget Committee's request for information on the following subjects:

<u>Item</u>	<u>Page #</u>
• Personal service contracts;	I-1
• Use of overtime, part-time, and temporary employees;	II-1
• The number and cost of management positions;	III-1
• Use of City-owned automobiles;	IV-1
• The provision of free parking to City employees.	V-I

A handwritten signature in dark ink, appearing to read "Harvey M. Rose".

Harvey M. Rose

cc: Supervisor Migden
 Supervisor Hsieh
 President Alioto
 Supervisor Bierman
 Supervisor Conroy
 Supervisor Hallinan
 Supervisor Kaufman
 Supervisor Kennedy
 Supervisor Leal

Supervisor Maher
 Supervisor Shelley
 Clerk of the Board
 Chief Administrative Officer
 Controller
 Teresa Serata
 Barbara Kolesar
 Ted Lakey

I. PROFESSIONAL AND PERSONAL SERVICES CONTRACTS

The following table reflects budgeted amounts for personal services contracts which were included in the 1993-94 budget based on information obtained as of the writing of this report.

<u>Department/Description</u>	<u>Amount</u>
<u>Academy of Sciences</u>	
California Academy of Sciences: Aquarium operations	\$934,940
<u>Adult Probation</u>	
CA Community Dispute Services	18,000
Occupational Psychological Services Inc.	3,000
<u>Airport</u>	
Parking management	9,015,500
Medical, legal, professional consultants	1,290,900
Maintenance services	2,136,555
Shuttle bus service	2,795,000
Cart service	1,000,000
MBE/WBE study	25,000
Management services	50,000
Art	83,000
Air Traffic Monitor	170,000
Bond Trustee	100,000
Noise and aviation consultants	55,000
RFQ consultant	15,000
CPR training	45,000
Lobbyist	104,000
<u>Animal Care and Control</u>	
After hours emergency care	40,500
Disposal	6,500
Equipment maintenance	6,550
<u>Art Commission</u>	
Marketing/services of artists	545,000
<u>Asian Art Museum</u>	
Asian Art Museum Foundation - operating costs	915,706
Equipment maintenance	11,200
<u>Board of Supervisors</u>	
Budget Analyst	1,212,690
Audit of Controller's accounts	180,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Department/Description**Amount****Chief Administrative Officer**

Financial advisors	\$500,000
Risk management services	123,594
Neighborhood Beautification Program	37,500

City Attorney

none

City Planning

Maintenance - 1660 Mission Street	72,800
Computer maintenance	53,000

Civil Service Commission

Salary surveys	84,000
Arbitration services	2,500
Data processing equipment maintenance	79,725
Training	1,136
Compensation study	50,000
Selection procedures consultant	100,225
Consultants for Civil Service training program	213,270

Commission on Aging

Nonprofit service providers (departmental budget request)	11,781,388
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Commission on the Status of Women

Domestic violence programs	1,048,397
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Controller

Audits for annual financial report	50,000
ISD - Computer consultants	1,700,037
Financial Operations: computer support	44,954
PPSD	
Technical writing	65,360
Computer support and maintenance	134,680
Other maintenance/pest control	71,940

Convention Facilities Management

Spectacor Management Group	10,145,853
SF Convention and Visitors Bureau	5,717,333
proposed space needs assessment	100,000

District Attorney

Legal Service of Process	120,499
Data Processing Project Management	161,712
DP/WP maintenance	61,046

Electricity & Telecommunications

Maintenance of emergency generators	5,300
Computer equipment maintenance	3,527

BOARD OF SUPERVISORS
BUDGET ANALYST

Department/Description**Amount****Fine Arts Museums**

1993-94 guard and custodial services \$1,378,333

Fire

Court Monitor	112,500
Captain and Firefighter examinations	380,000
Hearing officers	7,500
Davies Medical Center - medical exams	82,000
U.C. San Francisco - medical response training	264,700
Medical Field Officer - EMS supervision	146,000
Defibrillator training/monitor	33,700
Computer system development consultant	85,000

Health Service System

Computer equipment maintenance	33,439
Actuarial services	36,000
Cost containment services	165,615

Hetch Hetchy

Water Rights Program consultants 3,710,000

Human Rights Commission

Intergroup Clearinghouse	55,000
Mind and Machine computer programming	3,000

Juvenile Probation

Law Enforcement Psychological Services	13,500
DP/WP equipment maintenance	73,040
Pest control/equipment maintenance	11,800
Training	
EPA/OSHA/SWRCB required training	4805
computers	250
corrections	8,240
cultural sensitivity	7,770
family preservation	6,200
LAN installation/maintenance	4,740
Log Cabin Ranch/sensitivity	8,000
YLC lawsuit	97,075

Law Library

none

Library

Project Read/Friends of the Library (grant funded)	98,407
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Medical Examiner/Coroner

Equipment maintenance	43,716
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Department/Description**Amount****Municipal Court**

Armored car service	\$ 3,468
Court appointed indigent defense counsel	1,648,492
CMS coordinator	49,400
Arbitration fees	200,000

Municipal Railway

Engineering/Administration	
Elevator/escalator maintenance	493,104
Section 8 Planning Grant	12,500
ADT security systems maintenance	40,000
Security - Granex property	85,190
Graphics consultant	45,000
Paratransit services (General Fund share)	3,953,822
Vehicle testing	15,000
Maintenance Division	
Modification of Vehicle Maintenance System	72,500
Computer maintenance (including equipment)	19,120
Station maintenance	684,000
Engine and transmissions rebuilding	972,450
Graffiti removal (San Francisco Conservation Corps)	160,000
Misc. vehicle maintenance	394,500
Trolley coating: graffiti-resistant paint	100,000
Transportation Division	
MSI maintenance (hand held data collection)	6,000
Software maintenance	28,000
Ridership surveys	31,000
Photo interns (for marketing, claims investigation, employee IDs)	30,000

Parking and Traffic Commission

Custodian Janitorial Service	61,956
Burns Security (meter coin collection)	344,245
Burns Security (security 370 Grove St.)	20,241
Garage Audit- Budget Analyst	73,073
Evenson/Dodge (financial consulting, to be rebid 1993-94)	60,000

Permit Appeals

none

Police

Consent decree auditor	221,024
Equipment maintenance	686,333
Prisoner transport	25,000
Psychological evaluations	15,000
Crime prevention programs	679,873

BOARD OF SUPERVISORS
BUDGET ANALYST

Department/Description**Amount****Port Commission**

Cargo Services	\$302,000
Tenant Services (security, janitorial)	555,500
Training assessment	7,800
Hearing officer - personnel issues	6,000
Oracle computer consultant	14,400
Data processing maintenance	125,656
Financial advisor	50,000
Lobbyists (Sacramento, Washington, D.C.)	58,500
Bond counsel	40,000
Maritime counsel	20,000

Public Defender

none

Public Health - Central Office

Professional services	86,670
Medical services	6,931,718
AIDS services	8,393,912
Emergency services, toxics, environmental health, other	3,606,132

Note: DPH/Central Office has reported that \$8.3 million in savings will be realized under the Mayor's proposed budget by reducing community health services by \$8.3 million from what would otherwise be required to maintain the current level of services. As part of this \$8.3 million reduction, 1993-94 funding has been reduced for some of the contractual services which were requested by the Department, as shown above.

Public Health - Community Mental Health

Mental health service providers	45,500,999
Substance abuse services	20,702,232
Forensic services	1,835,827

Note: DPH/Community Mental Health has reported that \$25 million in savings will be realized under the Mayor's proposed budget by reducing mental health services by \$25 million from what would otherwise be required to maintain the current level of services. As part of this \$25 million reduction, 1993-94 funding has been reduced for some of the contractual services which were requested by the Department, as shown above.

Department/Description**Amount****Public Health - Laguna Honda**

Laboratory Services	\$387,370
Ambulance services	10,000
Legal and financial services	85,000
Physical/occupational therapy	11,000
Asset valuation services	5,000
Bio-ethics	3,000
Hearing officers	30,000
Cost reporting	50,000
State reporting requirements	25,000
Reimbursement/revenue consultants	54,229
Medical services contracts	399,390
Software maintenance	334,791

Public Health - S. F. General Hospital

Professional services	447,675
Legal services	52,147
Medical services	289,020
Nurse registry	1,175,000
UCSF Medical services	41,119,373
Security	5,191
Information management systems	1,117,285

Public Utilities Commission

Grant processing consultant	55,000
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Public Works

Administration	
Equipment maintenance and support, general services	439,425
Architecture	
Equipment maintenance and support, general services	573,144
Building Inspection	
Security services, equipment maintenance, title search	371,266
Building Repair	
Elevator maintenance, pest control, laundry	253,619
Support Services	
Equipment maintenance, laundry, general services	31,400
Engineering	
Outreach to engineering students (proposed 1993-94)	10,000
Temporary office support (proposed 1993-94)	20,000
Existing temporary office support services	3,000
Project scheduling	5,000
Computer Aided Design/Management	10,000
Equipment maintenance	66,106
Security services - 1680 Mission St.	43,925
Clean Water program	
Engineering and environmental consultants, fiscal consultants	328,600
Water Pollution Control	
Service contracts	8,377,842

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Department/Description</u>	<u>Amount</u>
Engineering consultants, laboratory services, management training	489,900
Street Cleaning/Urban Forestry	
Computer system implementation, training, maintenance	4,500
Street and Sewer Repair	
video-taping of repair records	\$20,000
Misc. construction and engineering services; laundry; equip. repair	191,030
Sewer safety and shoring training	48,279
Maintenance and repair of sewer collection system	700,206
Equipment maintenance; disposal services	136,465
Environmental Regulation and Management	
Computer maintenance	3,400
Consultants services regarding hazardous wastes, sewer connection fees, source reduction measures, public education, and student outreach program	455,088
Laboratory analyses	80,000
Construction Management	
Unspecified support services; high school student internships;	287,704
Laboratory, metallurgical, chemical analysis	21,000
Computer equipment maintenance	16,704
Repair, calibration, testing of laboratory equipment	8,755
Street Use and Mapping	
Word processing support/computer equipment maintenance	11,200
Office equipment maintenance	5,000
<u>Purchaser</u>	
Procurement system automation project	35,000
Fleet management automation project	47,487
<u>Real Estate</u>	
Equipment maintenance, security, scavenger, pest control	355,150
<u>Recorder</u>	
Equipment maintenance	16,000
<u>Redevelopment Agency</u>	
Miscellaneous	234,600
Yerba Buena Center - various services	349,000
Rincon Point - South Beach - various services	418,000
Western Addition A2 - various services	125,000
Hunters Point - various services	175,000
Hunters Point Shipyard - various services	550,000
India Basin - legal services	75,000
Citywide Housing - various services	40,000
<u>Registrar of Voters</u>	
Software maintenance	140,275
<u>Rent Arbitration Board</u>	
Computer consultants	3,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Department/Description**Amount****Retirement**

Retirement- actuarial/audits		\$180,400
Workers compensation - administrative hearings	80,000	
Third Party Administrator	3,500,000	
Medical bill review	398,801	
Preferred provider organization discount services	<u>350,000</u>	
Subtotal Workers Compensation		4,328,801
Investment services		12,087,500

Sheriff

Law student interns to assist inmates		20,000
Pre-trial diversion program - alternative sentencing		136,739
Eviction assistance program		29,000
Center on Criminal and Juvenile Justice		81,000
Own Recognizance Project		800,380
Psychological evaluation services		32,590
Alameda County jail beds		7,600,395
Food services		3,908,000
Other non-profit service-providers		911,048

Social Services

Food stamp issuance		347,889
SFSU Training program		270,000
Family and Children Services case consultants		50,943
Independent Living Skills contractual personnel		100,986
Security services		812,257
Data processing equipment maintenance		179,139
Non profit service providers		12,173,423

Superior Court

Janitorial services		22,000
Supervised family visits		36,000
Equipment maintenance		45,562
Restraining order clinic		62,400

War Memorial

none

Water

Management Audit -Budget Analyst		106,288
Data/word processing services		146,260

II. OVERTIME / USE OF PART-TIME EMPLOYEES

The following table shows amounts budgeted in 1992-93 and in 1993-94 for overtime salaries for each City department:

Department	Overtime budget	
	1992-93	1993-94
Academy of Sciences	\$ 11,336	\$ 10,534
Adult Probation	42,000	42,000
Airport Operating Fund	1,426,524	1,405,423
Animal Care and Control	31,500	26,500
Art Commission	0	0
Asian Art Museum	0	0
Assessor	0	0
Board of Supervisors	27,976	27,976
Chief Administrative Officer	1,254	1,254
City Attorney	0	0
City Planning	1,966	1,966
Civil Service Commission	844	844
Commission on Aging	0	0
Commission on the Status of Women	0	0
Controller	285,424	242,291
Convention Facilities Management	0	0
County Agriculture	2,133	1,133
County Clerk	0	0
Department of Electricity	89,056	94,812
District Attorney	0	0
Fine Arts Museums	33,871	1,500
Fire Department	4,197,757	2,399,173
General Fund	\$3,137,580	\$1,341,021
Workorder	2,025	0
Airport Op'ing Fund	982,661	982,661
Harbor Fund	<u>75,491</u>	<u>75,491</u>
	\$4,197,757	\$2,399,173
Health Service System	457	457
Hetch Hetchy Project	284,217	184,198
Human Rights Commission	0	0
Juvenile Probation	318,321	318,139
Law Library	0	0
Library	15,002	15,002
Mayor	0	0
Medical Examiner/Coroner	33,001	33,001
Municipal Court	61,485	64,559
Municipal Railway	2,067,330	1,909,991

Department	Overtime budget	
	<u>1992-93</u>	<u>1993-94</u>
Parking and Traffic Commission	\$402,136	\$315,181
General Fund	\$135,284	\$94,698
Off Street Fund	71,089	43,389
Road Fund	<u>195,763</u>	<u>177,094</u>
Subtotal	402,136	315,181
Permit Appeals	4,773	4,773
Police	6,969,689	7,095,022
General Fund	5,122,216	5,620,646
Work Order	132,872	1,184,376
Narcotics Forfeiture	349,601	250,000
Taxicab Enforcement	<u>0</u>	<u>40,000</u>
Subtotal	6,969,689	7,095,022
Port Commission (Harbor Fund)	377,654	366,594
Public Administrator-Guardian	0	0
Public Defender	0	0
Public Health - Central Office	169,092	143,057
Public Health - Community Mental Health	139,324	141,330
Public Health - Laguna Honda	305,225	302,339
Public Health - S. F. General Hospital	2,069,385	2,069,385
Public Utilities Commission	215,238	206,602
PUC Light, Heat and Power	1,778	1,778
Public Works	5,545,168	6,071,224
General Fund	80,670	80,670
Special Gas Tax	212,773	212,511
Road Fund	43,863	73,210
Building Inspection	85,355	81,619
Admin. Overhead	59,600	62,645
Bureau Overhead	141,917	148,880
InterDept Service	1,000,713	1,078,110
Personnel Fund	2,786,145	3,035,612
Clean Water Fund	<u>1,130,132</u>	<u>1,297,967</u>
Subtotal: DPW	5,545,168	6,071,224
Purchaser	104,125	104,125
Real Estate	0	0
Recorder	1,212	1,212
Recreation and Park	482,308	582,914
Registrar of Voters	28,503	15,000
Rent Arbitration Board	0	0
Retirement	40,195	31,943
Sheriff	562,691	1,000,000
Social Services	115,756	115,756
Superior Court	31,196	75,000
Treasurer-Tax Collector	8,477	8,644
War Memorial	70,252	76,093
Water Department	<u>1,194,528</u>	<u>914,937</u>
Total by Department	\$28,035,683	\$26,423,662
Misc. other Non-General Fund allocations	<u>262,695</u>	<u>269,564</u>
Total Overtime Appropriations	\$28,298,378	\$26,693,226

Under the U.S. Fair Labor Standards Act, employees must be paid overtime at time and one half unless mutual agreement is reached that the employee will accept compensatory time off in lieu of overtime. An exception is made for employees in Civil Service "Z" classifications, who are exempt from the Fair Labor Standards Act and are instead awarded compensatory time off at time and one half.

The following explanations were provided by departments regarding their use of overtime to provide services and the potential to use compensatory time off or part-time employees in lieu of overtime.

Academy of Sciences

Overtime is budgeted at \$10,534 in 1993-94 and is used to provide engineering for emergency services. The use of compensatory time off is not possible because the Aquarium requires 24-hour staffing, 365 days per year. The department would experience inadequate staffing if compensatory time were used in lieu of overtime.

The use of part-time employees is not feasible because the facility is complex and requires engineers who know and understand the operations and can handle any emergency.

Adult Probation

Overtime is budgeted at \$42,000 in 1993-94. The Service Employees International Union prohibits the use of compensatory time off in lieu of overtime.

Airport

Overtime is budgeted at \$1,405,423 in 1993-94. For most Airport employees, paid overtime is mandated by union agreements and the Annual Salary Standardization Ordinance, except for employees in Civil Service "Z" classifications, who are not eligible to receive overtime pay but must accept compensatory time.

The Airport employs part-time temporary clerical workers, public service aides, and Airfield Safety Officers. Most overtime is a result of emergencies. Equipment failures, airfield, and law enforcement crisis along with missed shift coverage requires overtime for employees who have specialized training.

Animal Care and Control

Overtime is budgeted at \$26,500 in 1993-94. The Department operates 24-hours every day of the year, but has a small number of employees. Consequently, they periodically require employees to work in excess of the normal shift assignments in order to safely and competently perform required duties.

Employees must receive authorization from an immediate supervisor prior to working overtime. The Department also encourages the use of compensatory time in lieu of overtime whenever possible.

The department reports that, due to both extensive training requirements and the relatively low hourly pay scale for its staff, part-time employees would not be economically advantageous.

Art Commission

The Art Commission's 1993-94 budget does not include overtime.

Asian Art Museum

The Asian Art Museum's 1993-94 budget does not include overtime and the department's present policy is to grant compensatory time off.

Assessor

The Assessor's 1993-94 budget does not include overtime and the department's present policy is to grant compensatory time off.

Board of Supervisors

Overtime is budgeted at \$27,976 in 1993-94. Since employees are not in Z classifications which would be exempt from the U.S. Fair Labor Standards Act, employees must be paid overtime unless mutual agreement is reached that the employee will accept compensatory time off in lieu of overtime. The department reports that it has saved some overtime by rescheduling.

Almost all overtime is accrued by Committee Clerks after committee meetings and this work cannot be done by temporary employees.

Chief Administrative Officer

Overtime is budgeted at \$1,254 in 1993-94. To the extent that labor agreements allow it, compensatory time off is used in lieu of paid overtime.

Given the minimal use of overtime, it is not financially practical to use part-time employees.

City Attorney

The 1993-94 budget does not include overtime.

City Planning

Overtime is budgeted at \$1,966 in 1993-94. The clerical staff may use compensatory time off, but are legally entitled to overtime pay if requested. Planners are not eligible for overtime pay and accrue compensatory time.

Overtime is not significant enough in this Department to hire part-time employees.

Civil Service Commission

Overtime is budgeted at \$844 in 1993-94.

Commission on Aging

The Commission on Aging's 1993-94 budget does not include overtime.

Commission on the Status of Women

The Commission's 1993-94 budget does not include overtime. The department only uses compensatory time off, and reports that it is not feasible to use part-time employees because the amount of compensatory time accrued is not enough to compensate a part-time employee.

Controller

Overtime is budgeted at \$242,291 in 1993-94. These overtime funds are used for 24-hour on-call services, emergency responses, and staff shortages in the Information Services Division and Payroll and Personnel Services Division.

It is not feasible to use part-time employees because the overtime work requires a sufficient skill level and does not occur at predictable intervals.

Convention Facilities Management

The 1993-94 budget does not include overtime.

County Agriculture

Overtime is budgeted at \$1,133 in 1993-94. Employees may elect to take compensatory time off instead. These overtime funds are used for inspections which are scheduled during weekend or evening hours.

Because of special licensing requirements to perform duties, part-time employees cannot be utilized.

County Clerk

The 1993-94 budget does not include overtime. Employees are encouraged to use compensatory time off in lieu of paid overtime. All overtime requires prior consent by upper management.

Only 2 classifications are allowed overtime. The skill and training required to become proficient in these fields precludes the use of part-time help.

County Education Office

The 1993-94 budget does not include overtime.

District Attorney

The 1993-94 budget does not include overtime.

Electricity

The 1993-94 budget does not include overtime.

Fine Arts Museums

Overtime is budgeted at \$1,500 in 1993-94. In 1992-93 overtime was earned primarily by guards. In 1993-94, security services will be performed under contract.

The use of part-time employees is not feasible because all contractual guards and custodians have been eliminated from the FY 1993-94 budget, the remaining positions are full-time.

Fire

Overtime is budgeted at \$2,399,173 in 1993-94. The Department uses compensatory time off in lieu of overtime for a number of functions at the request of the employee. Use of compensatory time can be counterproductive if the minimum daily staffing level must be maintained by hiring overtime to replace someone who has taken compensatory time. Usually, employees accumulate compensatory time (up to a maximum of 480 hours) and are paid off when they retire. Currently, the Department has 196,274 hours of compensatory time on the records.

The Fire Department frequently uses temporary appointments above the rank of H2 Firefighter to fill in temporarily vacant positions in the uniformed ranks. The Department cannot use temporary H2 Firefighters because of the training required to become a qualified Firefighter. The Department uses both overtime and temporary appointments to fill vacancies and temporary absences.

In the civilian positions, the Department uses temporary employees during periods of absence or when no Civil Service list has been adopted.

Health Service System

Overtime is budgeted at \$457 in 1993-94. The overtime budget is used to meet staffing requirements during the annual open enrollment period.

The overtime budget is so small that it would not be practical to hire part-time employees.

Hetch Hetchy Project

Overtime is budgeted at \$184,198 in 1993-94. The use of overtime complies with Civil Service rules and MOUs with various labor unions. The Department uses part-time employees to perform seasonal work.

The use of temporary employees in place of overtime would require having a pool of trained temporary employees to be on "stand by" for emergency work and this would be more costly than using permanent employees on overtime.

Human Rights Commission

The 1993-94 budget does not include overtime

Juvenile Probation

Overtime is budgeted at \$318,139 in 1993-94. Compensatory time off is used as much as possible. However, many employees must be paid overtime if they so desire.

The Department uses part-time employees when practical, however because of extensive training and the high skill level required for most positions, part time positions are not usually feasible.

Law Library

The 1993-94 budget does not include overtime.

Library

Overtime is budgeted at \$15,002 in 1993-94. Employees can request compensatory time off in lieu of paid overtime, but the Personnel Director advises that this rarely happens.

Library overtime is used for engineers handling emergencies and repairs which must be done during off hours and account clerks during periods of high activity. Part-time workers would not be practical.

Mayor

The 1993-94 budget does not include overtime.

Medical Examiner/Coroner

Overtime is budgeted at \$33,001 in 1993-94. Overtime is authorized for the investigative staff to complete assignments during the shift which requires that they secure premises, property and notify relatives as soon as possible. Compensatory time off is not feasible because the investigators have to be replaced and temporary employees do not have the full expertise of the investigators to fulfill the required duties.

Part-time employees are used on an as-needed basis to replace investigators mainly to drive the ambulance. They do not have the experience of the regular investigators and therefore the work load is not evenly distributed. Part-time employees are utilized as fully as possible during sick time, compensatory time off, and vacation time.

Municipal Court

Overtime is budgeted at \$64,559 in 1993-94. Compensatory time off in lieu of overtime would place a burden on day-to-day operations since there are no "slack" periods during which employees could utilize compensatory time off.

The Municipal Court presently utilizes some part-time employees. However, due to limited facilities and given the necessary training and orientation, utilizing additional part-time employees would not be as effective as using limited overtime.

Municipal Railway

Overtime is budgeted at \$1,909,991 in 1993-94, mainly for maintenance worker and operators. While arrangements are sometimes made with these employees to use compensatory time in lieu of overtime pay, problems can occur if minimum daily staffing levels cannot be maintained due to employees utilizing their compensatory time off.

Part-time employees are utilized whenever feasible, particularly in clerical/administrative and as vehicle operators. Part-time employees are often used as operators during peak service hours. It has not been feasible to use part-time employees in the Maintenance division.

Parking and Traffic Commission

Overtime is budgeted at \$315,181 in 1993-94. Staff are permitted to use compensatory time off in lieu of overtime pay, but few choose to do so.

Permit Appeals

Overtime is budgeted at \$4,773 in 1993-94 in order for a staff member to attend the weekly Board meetings. Because the staff is so small it is difficult to schedule compensatory time off.

Part-time employees are not considered feasible by the department because the overtime budget is so small and the staff has the skills needed to do the work.

Police

Overtime is budgeted at \$7,095,022 in 1993-94, including \$5,620,646 in General Fund monies. The State of California Commission on Peace Officers Standards and Training mandates full time paid police officers. However, this Department is permitted to reserve police officers on a limited basis. Reserve officers serve without pay.

Port Commission

Overtime is budgeted at \$366,594 in 1993-94. This Department uses compensatory time and part-time employees when possible. However, this is not always feasible due to position classifications and nature of the overtime task. Overtime is often accrued due to emergency responses.

Public Administrator-Guardian

The 1993-94 budget does not include overtime

Public Defender

The 1993-94 budget does not include overtime

Public Health - Central Office

Overtime is budgeted at \$143,047 in 1993-94. This Department uses compensatory time and part-time employees when possible. However, this is not always feasible due to position classifications and nature of the overtime task.

Public Health - Community Mental Health

Overtime is budgeted at \$141,330 in 1993-94. This Department uses compensatory time and part-time employees when possible. However, this is not always feasible due to position classifications and nature of the overtime task.

Public Health - Laguna Honda

Overtime is budgeted at \$302,339 in 1993-94. This Department uses compensatory time and part-time employees when possible. However, this is not always feasible due to position classifications and nature of the overtime task.

Public Health - S. F. General Hospital

Overtime is budgeted at \$2,069,385 in 1993-94. This Department uses compensatory time and part-time employees when possible. However, this is not always feasible due to position classifications and nature of the overtime task.

Public Utilities Commission

Overtime is budgeted at \$206,602 in 1993-94. The use of overtime complies with Civil Service rules and MOUs with various labor unions.

PUC Light, Heat and Power

Overtime is budgeted at \$1,778 in 1993-94. The use of overtime complies with Civil Service rules and MOUs with various labor unions.

Public Works

Overtime is budgeted at \$6,071,224 in 1993-94. Compensatory time is primarily utilized in lieu of overtime for "Z" class employees. While arrangements can be made with non Z Class employees to use compensatory time in lieu of overtime pay, problems can occur if minimum daily staffing levels cannot be maintained due to employees utilizing their compensatory time off. Managers of the various Bureaus receive compensatory time for overtime work.

The overtime used in the various Bureaus is often the result of responding to emergencies or completing work that cannot be safely left incomplete. Overtime is also used to conduct inspections and other various duties when the City is observing a holiday that is not observed by private businesses.

Purchaser

Overtime is budgeted at \$104,125 in 1993-94. Overtime is used at the Central Shop for repair of emergency vehicles and equipment and during peak reproduction periods. The employees who perform these duties receive overtime pay pursuant to an MOU.

The use of part-time employees is not feasible because the overtime work is sporadic and unpredictable.

Real Estate

The 1993-94 budget does not include overtime. Staff members required to work after normal business hours are provided with compensatory time off.

Recorder

Overtime is budgeted at \$1,212 in 1993-94. The use of overtime in this Department is minimal and employees are encouraged to use compensatory time in lieu of paid overtime. All overtime must receive prior approval from upper management.

Only two classifications are allowed overtime. Because these positions are highly skilled document examiner/indexers and micrographic technicians the skills and training required to become proficient in these fields precludes the use of casual or part-time help.

Recreation and Park

Overtime is budgeted at \$582,914 in 1993-94. Supervisors are encouraged to provide compensatory time off in lieu of overtime pay. Because of the expertise required for some functions, paid overtime is sometimes necessary.

Supervisors are encouraged to provide training to a pool of part-time help as back-up for various functions as funds allow.

Registrar of Voters

Overtime is budgeted at \$15,000 in 1993-94. Compensatory time off is given in lieu of paid overtime to all staff except those which must be paid overtime according to law.

Temporary and part-time employees are used to the maximum extent possible. Overtime has been reduced to the very minimum.

Rent Arbitration Board

The 1993-94 budget does not include overtime.

Retirement

Overtime is budgeted at \$31,943 in 1993-94.

Sheriff

Overtime is budgeted at \$1,000,000 in 1993-94.

Social Services

Overtime is budgeted at \$115,756 in 1993-94. Overtime is generally used when implementing State mandates and complying with State deadlines. For instance, Child Welfare Workers use overtime when on 24-hour call.

The department must pay overtime to employees who wish to receive overtime rather than compensatory time. Lack of shift coverage precludes compensatory time in some instances.

This Department uses part-time employees when practical, however because of extensive training, and high skill level this is not usually feasible.

Superior Court

Overtime is budgeted at \$75,000 in 1993-94.

The Superior Court provides paid overtime only to employees in five classifications which are covered under the Fair Labor Standards Act. All other employees receive compensatory time for approved overtime worked.

The Court reports that it could use temporary employees instead of overtime in its filing section and thus save approximately \$700 per year.

Treasurer-Tax Collector

Overtime is budgeted at \$8,644 in 1993-94. The overtime is used for employees who work additional hours in the Property tax Section in order to meet the deadlines for payment of real property taxes and in the Treasury Division by cashiers and accountants in emergency situations. Employees who use compensatory time-off can only do so upon the Department Head's prior approval and for emergency and critical work only.

The Department recommends against using temporary employees because the work requires knowledge of the program in order to process the payments and do the reconciliation correctly.

War Memorial

Overtime is budgeted at \$76,093 in 1993-94. It is the policy that most craft personnel, i.e. electricians and security guards, be paid overtime. Only approximately 5 staff accrue compensatory time. This must be approved in advance.

The feasibility of part-time employees would depend on the number of hours of services needed. For example, it would be less expensive to expend overtime for a custodian for an additional 2 hours than to bring in a part-time employee for the required minimum of 4 hours.

Water Department

Overtime is budgeted at \$914,937 in 1993-94. The use of overtime complies with Civil Service rules and MOUs with various labor unions. The Department uses part-time employees to perform seasonal work.

The use of temporary employees in place of overtime would require having a pool of trained temporary employees to be on "stand by" for emergency work and this would be more costly than using permanent employees on overtime.

III. MANAGEMENT POSITIONS

The following table reflects positions which were identified by City departments as being managerial in nature, and the number and budgeted cost of these positions in 1993-94.

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Academy of Sciences</u>		
7205 Chief Stationary Engineer	1	\$57,107
<u>Adult Probation</u>		
8434 Supervising Adult Probation Officer	1	\$56,272
8435 Division Director	2	65,146
8436 Chief Adult Probation Officer	1	99,154
1244 Senior Personnel Analyst	<u>1</u>	<u>58,516</u>
Subtotal	5	\$279,088
<u>Airport</u>		
See Attachment I.		
<u>Animal Care and Control</u>		
1120 Director of Animal Care and Control	1	\$79,161
1121 Deputy Director	<u>1</u>	<u>56,246</u>
Subtotal	2	\$135,407
<u>Art Commission</u>		
3562 Director of Cultural Affairs	1	\$73,576
1565 Assistant Director	1	54,914
3542 Curator II	1	44,735
3556 Museum Registrar	1	39,672
3563 Director of Neighborhood Arts	<u>1</u>	<u>51,548</u>
Subtotal	5	\$264,445
<u>Asian Art Museum</u>		
3588 Deputy Director and Chief Curator	1	\$79,527
<u>Assessor</u>		
4267 Principal Real Estate Appraiser	1	\$59,952
4261 Real Property Appraise	1	44,970
4225 Asst Chief Personal Property Auditor	1	66,111
4212 Chief Technical & Assessment Svc	1	58,777
4226 Chief Personal Property Auditor	1	73,576
4256 Chief of Assessment Standards	1	66,738
AA37 Executive Assistant to the Assessor	1	66,000
4282 Chief Assistant Assessor	1	91,167
4290 Assessor	<u>1</u>	<u>111,812</u>
Subtotal	9	\$639,103

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Board of Supervisors</u>		
1146 Clerk of the Board	1	\$110,821
<u>Chief Administrative Officer</u>		
1182 Chief Administrative Officer	1	\$137,521
1180 Executive Assistant to the CAO	1	99,572
1374 Special Assistant, Work Order	1	81,119
1374 Special Assistant, GF	1	81,119
5506 Project Manager III, Moscone	1	88,244
1880 Chief os Systems, EIPSC	1	87,670
1374 Special Assistant, Solid Waste	1	81,119
1373 Special Assistant, P&A Fund	1	76,891
5506 Project Manager, Waterfront	<u>1</u>	<u>88,244</u>
Subtotal	9	\$821,499

Children's Fund

1371 Special Assistant, VIII	1	\$63,266
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City Attorney

The Department has no management positions. All of the staff are working attorneys or investigators who have management type duties.

City Planning

1180 Executive Assistant to the CAO	1	99,572
5116 Director of Planning	1	\$106,296
5115 Deputy Director of Planning	1	102,051
5506 Project Manager III, Moscone	1	88,244
5112 Assistant Director, Implementations	1	93,072
5109 Deputy Zoning Administrator	1	87,284
5109 Planner V General	2	149,580
5297 Planner V Zoning	<u>2</u>	<u>208,426</u>
Subtotal	8	\$746,709

Commission on Aging

2988 Director, Aging Program	1	79,527
1656 Head Accountant	<u>1</u>	<u>58,203</u>
Subtotal	2	\$137,730

BOARD OF SUPERVISORS

BUDGET ANALYST

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Controller</u>		
1877 Supervising Systems Programmer	2	\$159,289
1879 Project Manager, Special Projects	9	721,797
1881 Asst. Dir, Systems & Data Processing	2	192,462
8192 Controller's Legal Counsel	0	*
1688 Chief Auditor	0	*
1272 Senior Department Personnel Officer	0	*
1270 Departmental Personnel Officer	1	68,119
1850 Senior EDP Auditor	1	<u>55,437</u>
Subtotal	8	\$1,197,104

* eliminated in 1993-94 proposed budget

Convention Facilities Management

1103 Director	1	\$88,504
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County Agriculture

3456 Agricultural Commissioner/Sealer	1	\$81,119
3453 Assistant Agricultural Commissioner	1	52,800
3580 Market Manager	<u>1</u>	<u>24,916</u>
Subtotal	3	\$158,835

County Clerk

1132 County Clerk Recorder	1	\$75,001
1133 Asst County Clerk Recorder	<u>1</u>	<u>50,530</u>
Subtotal	2	\$125,531

District Attorney - Family Support Bureau

8185 Director Family Support Bureau	1	\$114,109
8161 Chief Investigator	<u>1</u>	<u>72,532</u>
Subtotal	2	\$186,641

Electricity

1150 General Manager	1	\$89,941
AA52 Deputy General Manager	<u>1</u>	<u>86,835</u>
Subtotal	2	\$176,776

Fine Arts Museums

3570 Director of Museums	1	\$124,732
3587 Deputy Director of Museums	<u>1</u>	<u>79,527</u>
Subtotal	2	\$204,259

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Fire</u>		
11231A Assoc. Affirmative Action Coordinator	1	\$63,674
11248A Assistant Division Manager, Personnel	1	81,119
1540A Secretary, Fire Commission	1	63,554
1880L Chief of Systems	1	87,670
2232A Senior Physician Specialist	1	102,051
H050FA Assistant Chief II	15	933,936
H051FA Assistant Deputy Chief II	1	80,844
014FA Chief of Department	1	124,210
0145FA Assistant Deputy Chief of Department	1	<u>104,504</u>
Subtotal	23	\$1,641,562
<u>Health Service System</u>		
1108 Executive Director	1	85,660
1838 Administrative Assistant	1	<u>64,180</u>
Subtotal	2	\$149,840
<u>Human Rights Commission</u>		
2986 Director	1	\$93,073
2911 Coordinator	4	186,218
2978 Contract Compliance Officers	2	<u>138,696</u>
Subtotal	7	\$417,947
<u>Juvenile Probation</u>		
1821 MIS Manager	1	\$58,861
7120 Bldg/Grounds Maintenance Superintendent	1	66,111
8326 Asst. Director Boys Ranch School	1	54,392
8336 Finance/Administrative Manager	1	69,426
8340 Asst. Director Juvenile Hall	1	54,392
8344 Director Juvenile Hall	1	71,148
8415 Sr. Supervising Probation Officer	2	123,453
8416 Director Probation Service	1	69,086
8417 Director Community Programs	1	<u>69,119</u>
Subtotal	10	\$635,988
<u>Law Library</u>		
0170 Chief Assistant Librarian	1	\$58,123
0180 Law Librarian	1	<u>73,336</u>
Subtotal	2	\$131,459
<u>Library</u>		
3670 City Librarian	1	\$103,513
3638 Chief Librarian	3	233,681
1270 Departmental Personnel Officer	1	69,426
1544 Secretary, Library Commission	1	55,984
1821 MIS Manager	1	71,436
3640 Coordinator, Children's Library Activities	1	<u>54,317</u>
Subtotal	8	\$588,357

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Mayor</u>		
Criminal Justice Council Director	1	\$75,011
Community Development Director	1	88,088
Community Development Program Manager	3	211,881
Housing Director	1	88,088
Housing Program Manager	1	69,739
Emergency Services Director	1	82,711
Mayor	1	129,090
Chief of State	1	97,066
Executive Director	1	97,066
Budget Director, Press Secretary	2	165,422
Director of Business and Community Services	<u>1</u>	<u>75,011</u>
Subtotal	14	\$1,179,173

Medical Examiner/Coroner

This Department reports no upper management positions.

Municipal Court

0210 Clerk-Administrator	1	89,772
0220 Chief Deputy	2	158,496
0221 Exec. Asst. to the Presiding Judge	1	75,083
0242 Computer System Director	<u>1</u>	<u>105,564</u>
Subtotal	5	\$428,915

Municipal Railway

See Attachment III.

Parking and Traffic Commission

1101 Director	1	\$102,051
1270 Departmental Personnel Officer	1	69,426
1824 Principal Administrative Assistant	1	68,043
7140 Director, Parking & Traffic Operations	1	77,700
A006 Parking Bureau Chief	1	90,802
1104 Parking Authority Director	1	70,079
8220 Director, Parking Enforcement	1	64,520
5233 Principal Traffic Engineer	1	93,073
5232 Senior Traffic Engineer	1	80,388
7276 Electrician Supervisor II	<u>1</u>	<u>70,079</u>
Subtotal	10	\$786,161

Permit Appeals

1575 Executive Director	1	\$82,345
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<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Police</u>		
0390 Chief of Police	1	\$124,210
0400 Deputy Chief	3	313,512
0488 Commander	3	212,464
Q80 Captain	25	1,796,325
Q60 Lieutenant	75	4,588,350
Q50 Sergeant	214	11,805,634
0380 Inspector	<u>309</u>	<u>16,541,079</u>
Subtotal	588	\$35,381,574
<u>Port Commission</u>		
9399 Executive Director	1	\$129,482
9388 Director, Cargo Services	1	95,345
9384 Director, Tenant Services	1	90,802
9383 Director, Planning & Community Development	1	90,802
9381 Director, Internal Service	<u>1</u>	<u>105,131</u>
Subtotal	5	\$511,562
<u>Public Administrator-Guardian</u>		
1126 Department Head	1	\$83,181
1131 Assistant Head	<u>1</u>	<u>60,525</u>
Subtotal	2	\$143,706
<u>Public Defender</u>		
8196 Public Defender	1	\$123,322
8192 Chief Attorney 1	1	117,450
8182 Head Attorney	<u>8</u>	<u>844,385</u>
Subtotal	10	\$1,085,157
<u>Public Health - Central Office</u>		
See Attachment II.		
<u>Public Health - Community Mental Health</u>		
See Attachment II.		
<u>Public Health - Laguna Honda</u>		
See Attachment II.		
<u>Public Health - S. F. General Hospital</u>		
See Attachment II.		
<u>Public Utilities Commission</u>		
See Attachment IV.		

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Public Works</u>		
5190 Director of Public Works	1	\$134,154
5194 Deputy Director for Operations	1	114,761
5187 Deputy Director for Public Services	1	114,761
5182 Dep. Dir. for Engineering and City Engineer	1	114,761
5193 Dep. Dir. for Finance and Admin	1	114,761
5124 City Architect	1	187,816
5184 Superintendent	1	105,131
5104 Maintenance and Repair Superintendent	1	85,660
5124 Bureau Manager	1	187,816
5132 Manager, Water Pollution Control	1	101,085
5170 Superintendent	1	80,727
5136 Superintendent	1	80,727
5131 Bureau Chief, DPW	2	202,171
5191 Chief, Subdivision, Surveys and Mapping	1	74,698
Subtotal	15	\$1,699,029
<u>Purchaser</u>		
1162 Director of Purchasing	1	\$102,051
A782 Finance Director	1	81,903
1958 Supervising Purchaser	2	118,181
7150 Central Shops Superintendent	1	83,181
7277 Central Shops Asst. Superintendent	1	71,827
A959 Reproduction and Mail Manager	1	53,844
Subtotal	7	\$510,9487
<u>Real Estate</u>		
4150 Director of Property	1	104,112
4144 Assistant Director of Property	1	89,001
Subtotal	2	\$193,113
<u>Recorder</u>		
1132 County Clerk- Recorder	1	\$75,011
1133 Asst. County Clerk- Recorder	1	50,530
Subtotal	2	\$125,541
<u>Recreation and Park</u>		
3138 Assistant General Manager for Admin	1	\$87,334
3294 Recreation Superintendent	1	87,665
3340 Zoo Director	1	948,132
3350 Park Superintendent	1	87,665
Subtotal	4	\$1,210,796
<u>Registrar of Voters</u>		
1128 Registrar of Voters	1	\$78,468

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Rent Arbitration Board</u>		
4150 Director of Property	1	104,112
4144 Assistant Director of Property	1	89,001
Subtotal	2	\$193,110
<u>Retirement</u>		
1114 Administrator	1	\$66,860
8167 Division Manager	1	87,330
1115 Chief Investment Officer	1	110,377
1658 Chief Accountant	1	70,759
1110 Executive Assistant	1	66,424
1112 General Manager Retirement System	1	115,883
1816 Actuary	1	87,330
Subtotal	7	\$604,581
<u>Sheriff</u>		
8350 Sheriff	1	100,850
8348 Undersheriff	1	92,577
8315 Assistant Sheriff	1	88,165
8314 Chief Deputy	2	159,940
8312 Captain	4	288,412
A642 Director of Prisoner Services	1	62,666
8470 Executive Director of County Parole	1	74,6948
Subtotal	11	867,308
<u>Social Services</u>		
2974 General Manager	1	\$143,463
2973 Assistant General Manager-	3	112,128
9748 Staff Assistant VIII	1	89,034
2969 Program Mangers	7	85,803
A122 MSC Director	1	89,949
2946 Senior EW Supervisors	12	72,035
2948 Senior SW Supervisor	7	80,281
A784 Director, Budget and Planning	1	93,453
1272 Senior Departmental Personnel Officer	1	89,996
1675 Supervising Fiscal Officer	1	95,223
1821 MIS Director	1	86,138
2970 Director of Admin, Support Svcs	1	89,948
1270 Departmental Personnel Officer	1	89,791
1844 Senior Management Analyst	5	62,901
2946 Senior EW Supervisor	11	72,036
2965 Resource Manager	1	82,589
Subtotal	55	1,434,768

<u>Department</u>	<u>Number</u>	<u>Amount</u>
<u>Superior Court</u>		
0555 Chief Executive Officer	1	\$110,000
0583 Asst. Clerk of the Court	1	76,540
0584 Asst. Executive Officer	1	83,494
0585 Manager of Budget & Admin	<u>1</u>	<u>80,388</u>
Subtotal	4	\$350,372
<u>Treasurer-Tax Collector</u>		
4373 Deputy Tax Administrator	1	\$105,131
4374 Tax Administrator	1	110,377
4378 Cash Management & Chief Investment Officer	1	85,660
4384 Chief Assistant Treasurer	1	83,963
4890 Treasurer	<u>1</u>	<u>115,911</u>
Subtotal	5	\$501,042
<u>War Memorial</u>		
4124 Manager Director	1	\$108,681
4120 Assistant Manager Director	<u>1</u>	<u>77,256</u>
Subtotal	2	\$185,937

SENIOR & MIDDLE MANAGEMENT

<u>Class</u>	<u>Title</u>	<u>Program</u>	<u># Direct Salary Reports</u>	<u>Sched.</u>	<u>Size Budget</u>	<u>Comments</u>
<u>SENIOR MANAGEMENT:</u>						
9278	Director of Airports	Admin., Business & Finance	9	77.7	\$188,098,885	Resp. for Airport
9276	Secretary, Airports Commission	Admin., Business & Finance	2	60.9	255,105	
9270	Deputy Dir., Bus. Admin., A/P	Admin., Business & Finance	8	74.7	11,215,905	Total B & F Bud.
9274	Deputy Dir., Plan. & Dev., A/P	FOM, Constr. & Planning	6	74.7	38,608,513	Total FOM
9272	Deputy Dir., Ops. & Maint'g., A/P	Safety & Security	7	74.7	38,825,073	Total Ops.
9281	Terminal Const. Prog. Admin.	Bureau of Construction	8	74.7	650,000	Not Incl Bond fund
9253	Director, Bur. of Cmnty. Affairs	Bureau of Community Affairs	2	69.4	354,641	
9754	Staff Assistant XI, Spec. Proj.	Bureau of Planning	2	112.3	350,000	
3560	Director, Bureau of Exhibitions & Cultural Educ., Airport	Bureau of Exhibitions & Cultural Educ., Airport	4	68.2	1,182,000	
<u>MIDDLE MANAGEMENT:</u>						
9280	Airport Asst. Dep. Director FOM	FOM, Constr. & Planning	5	69.4	9,334,591	Environ. Control
9280	Airport Asst. Dep. Director FOM	FOM, Constr. & Planning	2	69.4	830,360	Cons. & Qual. Con
9252	Airport Maint'g Superintendent	FOM, Constr. & Planning	10	66.7	24,868,428	
5212	Principal Engineer	FOM, Constr. & Planning	8	71.1	1,769,300	
5206	Associate Civil Engineer	FOM, Constr. & Planning	5	62.1	1,531,736	Scheduling
9258	Airport Asst. D/O Bus. Admin.	Admin., Business & Finance	4	69.4	3,261,583	B & F Planning
9258	Airport Asst. D/O Bus. Admin.	Admin., Business & Finance	3	69.4	725,000	Special Projects
9208	Director, Airport Property Mgmt.	Admin., Business & Finance	4	129.2	801,500	Prop. Mgmt.
1880	Chief of Systems	Admin., Business & Finance	3	69.9	950,000	Data Processing
1675	Supervising Fiscal Officer	Admin., Business & Finance	6	67.8	1,100,700	Accounting
1272	Sr. Depart. Personnel Officer	Admin., Business & Finance	6	68.3	1,264,191	Personnel
9256	Airport Asst. Dep. Dir., Ops.	Safety & Security	4	69.4	2,701,976	Noise
9256	Airport Asst. Dep. Dir., Ops.	Safety & Security	3	69.4	4,525,146	Control
9256	Airport Asst. Dep. Dir., Ops.	Safety & Security	5	69.4	14,645,730	Landside
9228	Airport Operations Super't	Safety & Security	4	66.7	2,341,317	Airfield
9226	A/P (Terminal) Ops. Super't	Safety & Security	6	66.7	657,378	Ops. Mgmt.
9218	Chief, Bureau of Airport Police	Safety & Security	5	110.8	13,683,852	

Decrease salary by 7% for retirement contribution. Union will not accept.

MGMTLIST.XLS

DEPARTMENT OF PUBLIC HEALTH						
SENIOR AND MIDDLE MANAGEMENT						
1992-93						
COMMUNITY HEALTH SERVICE						Savings
Class	Title	Program	Sal & MFB			
Executive Administration						
1168	Dir of Health	Admin	\$160,985			
2821	Dir of Health Program Planning	Admin	\$88,729			
2891	Deputy Dir for Operations	Admin	\$147,455	Act-Foren		
2896	Deputy Dir for Comm Hlth Prog	Admin	\$144,132			
Administration						
2978	Contract Compliance Officer	Contract	\$85,379			
1675	Sup Fiscal Officer	Fiscal	\$95,057			
1675	Sup Fiscal Officer	Accounting	\$90,515			
1276	Dept. Personnel Officer	Personnel	\$107,303			
A610	Dir. MIS	MIS	\$118,296			
A971	Asst. Dir MIS	MIS	\$101,728	Vacant		\$101,728
A611	Adm-Health Information	MIS/CPHS	\$86,192			
1824	Princ. Admin Analyst	Fac Mgmt	\$81,652			
1824	Princ Admin Analyst	Prop 99/AB75	\$81,652			
C (to SFTE) 2235	Med Dir EMSa	EMSA	\$123,119			\$61,560
Bureau of Environmental Health						
6126	Dir of BEH	BEH	\$106,363			
Toxics						
6144	Dir of Toxics	Toxics	\$106,363			
6140	Haz Mat Permit Prog Mgr	Haz Mat Prog	\$87,476			
6139	Sr. Industrial Hygienist	Spec Proj	\$90,515			
6124	Prin Env Hlth Inspector	Haz Waste	\$87,476			
2596	Emp Referral Prog Dir	EAP	\$70,908			
Office of Conservatorship						
2933	Conservatorship/Case Mgmt	CMHS	\$71,221			
Forensics Services						
1844	Sr Mgmt Asst	Forensics	\$61,858			
2233	Sup Phys Spec (Chief Med Off	Forensics	\$131,732			
2453	Sup Pharmacist	Pharmacy Svc	\$81,652			
2593	Hlth Prog Coord II	Rope Treatment	\$70,532			
2324	Nursing Supervisor	Forensics	\$104,202			
Community Public Health Service						
2235	Med Dir DPH and Cty Hlth Off	CPHS	\$129,289			
B(dwngrade) 2250	COPC Director	CPHS	\$120,719			\$32,021
2250	Dir Clin Svcs	Epidemiology	\$131,732			
B(dwngrade) 2234	DHO	HC 1	\$113,786			\$33,043
2832	Sup PH Nurse	HC 2	\$105,437			
B(dwngrade) 2248	Asst Dir Clin Svcs II	HC 3	\$99,671			\$18,928
B(dwngrade) 2248	Asst Dir Clin Svcs I	HC 4	\$104,202			\$23,459
B(dwngrade) 2234	DHO	HC 5	\$113,786			\$33,043
B(dwngrade) A123	Dir Homeless Prog	TWC/MAI	\$85,723			\$4,980
B(dwngrade) 2248	Asst Dir Clin Svcs I	SFHC	\$104,202			\$23,459
B(dwngrade) 2248	Asst Dir Clin Svcs II	Eldercone	\$104,202			\$23,459
2232	Sr Phys Spec (HC Dir)	PHHC	\$93,240			

MGMTLIST.XLS

	2368	Asst Dir of Nursing SFGH	PHS-Central		\$114,977		
A(.5FTE)	2836	Dir PH Nursing	PHS-SS PHN		\$116,978		\$57,989
	2824	Chief Bureau of Hlth Ed	PHS-SS Hlth		\$72,631	Vacant	
	2212	Dir Dental Health	PHS-SS Dental		\$115,978		
	2492	Dir PH Laboratory	PHS-Laboratory		\$95,964		
	2233	Super Physician Spec	Epid/SPY		\$131,732		
A	2832	Suprvsing Pub Health Nurse	Home Health		\$98,113		\$98,113
B	2832	Suprvsing Pub Health Nurse	HC 3		\$105,872		\$105,872
B	2832	Suprvsing Pub Health Nurse	HC 4		\$105,872		\$105,872
B	2832	Suprvsing Pub Health Nurse	HC 5		\$105,872		\$105,872
A	2246	Asst Dir Clinical Svcs I	Tom Wadell		\$93,354		\$93,354
A	2246	Asst Dir Clinical Svcs I	Poltrero Hill		\$93,354		\$93,354
		AIDS					
	2235	Med Dir DPH	AIDS		\$129,289		
	2883	Assoc Dir	AIDS		\$113,034		
	2230	Phys Spec	AIDS/Research		\$111,092		
	2232	Sr Phys Spec	AIDS/Hlth Svcs		\$122,461		
	2246	Asst Dir Clin Svcs I	AIDS/Prov		\$83,687		
	2804	Epidemiologist III	AIDS/Surveil		\$83,687		
	1824	Prtn Adm Analyst (CFO)	AIDS/CPHS		\$67,182		
		CHILDREN'S PROGRAMS					
	2850	Dir Women Infant & Child			\$92,581		
	2324	Nursing Supvr			\$91,408		
	2246	Asst Dir Clinical Services			\$80,735		
	2246	Asst Dir Clinical Services			\$80,735		
		Total No of Senior & Middle Mngt Positions in CHS	61		\$6,194,069		
		DIVISION OF MENTAL HEALTH, SUBSTANCE ABUSE AND FORENSICS					
	2895	Deputy Dir Health			\$131,815		
A(downgrade)	2885	Deputy Dir Adult Serv			\$122,461		\$18,259
A	2885	Deputy Dir Adult Serv			\$122,461		\$122,461
	2235	Med Dir, Adult			\$69,566	.5 FTE	
	2235	Med Dir Child			\$69,566	.5 FTE	
	2232	Med Dir CSAS			\$59,783	.5 FTE	
	2575	Res. Psychologist			\$82,085		
	2323	Clin Nurse Spec			\$92,778		
	2880	Dir Bus & Oper			\$98,363		
	2248	Asst Dir Clin Svcs II			\$106,807		
	2248	Asst Dir Clin Svcs II			\$106,807		
	2248	Asst Dir Clin Svcs II			\$106,807		
	2248	Asst Dir Clin Svcs II			\$106,807		
	2248	Asst Dir Clin Svcs II			\$106,807		
	2248	Asst Dir Clin Svcs II			\$106,807		
	2246	Asst Dir Clin Svcs II			\$84,549		
	2246	Asst Dir Clin Svcs I			\$84,549		
	2246	Asst Dir Clin Svcs I			\$84,549		
A	2593	Hlth Program Coord III			\$72,294		\$72,294
	2593	Hlth Program Coord III			\$72,294		
	2593	Hlth Program Coord III			\$72,294		
	2593	Hlth Program Coord III			\$72,294		
	2593	Hlth Program Coord III			\$72,294		
C	1823	Sr Admin Analyst			\$62,910		\$62,910
	1823	Sr Admin Analyst			\$62,910		

MGMTLIST.XLS

	1823	Contracts Mgr			\$62,910	
	2803	Epidemiologist			\$73,385	
	A114	Info Systems Mgr			\$84,142	
	1675	Sup Fiscal Officer			\$92,278	Vacant
	Total No of Senior & Middle Mgmt Positions in DMSF			31	\$2,722,973	
	LAGUNA HONDA HOSPITAL					
	2182	Administrator LHH			\$145,638	
	2145	Hosp Assoc Admin	CFO		\$120,523	
	1664	Patients Accts Mgr	Reimbursements		\$69,046	
	1226	Chf Payr Per Clerk	Payroll		\$62,981	
	2145	Hosp Assoc Admin	Chief Operating Officer		\$114,144	
C	2143	Hosp Asst Admin	Clinical Operations		\$98,225	\$98,225
	7120	Supt Bldgs & Grounds	Plant Supervision		\$71,942	
	2786	Gen'l Svcs Mgr	Housekeeping, Laundry, etc		\$65,181	
	8209	Inst Police Lieut	Security		\$56,116	
	2662	Dir Food Services	Nutrition		\$80,001	
	2143	Hosp Asst Admin	MIS		\$93,532	
	2324	Nursing Supervisor	Day Nursg Sup		\$100,199	
	2324	Nursing Supervisor	Day Nursg Sup		\$100,199	
	2324	Nursing Supervisor	PM Nursing Supvr		\$100,199	
	2324	Nursing Supervisor	AM Nursing Supvr		\$100,199	
B	2324	Nursing Supervisor	Day Nursg Sup		\$100,199	\$100,199
B	2324	Nursing Supervisor	Day Nursg Sup		\$100,199	\$100,199
	2117	Chief Med Rec Admin	Health Information		\$74,017	
	1272	Sr Dpt Pers Officer	Human Resources & Labor Rel		\$86,898	
	1270	Dept Pers Officer	Personnel		\$86,068	Txd 1244
	2455	Pharmacy Dir	Pharmacy		\$80,359	
	2924	Med Soc Worker Supvr	Social Services		\$77,692	
	2171	Assoc Admin Med Svcs	Med Dir & Clinical Supvr		\$154,668	
B	2593	Hlth Prog Coord III	Adult Day Health		\$72,883	\$72,883
	2369	Dir of Nurses	Nursing Services		\$139,651	
	2785	Asst Gen'l Svcs Mgr	Housekeeping		\$48,334	
	2785	Asst Gen'l Svcs Mgr	Laundry & Linen		\$48,334	
	2366	Asst DON	Day Nursing Supvr		\$118,808	
	2366	Asst DON	Day Nursing Supvr		\$118,808	
	2366	Asst DON	Day Nursing Supvr		\$118,808	
A	2366	Asst DON	P.M. Nursing Supvr		\$118,808	\$118,808
B	2740	Porter Supvr I	Housekeeping		\$40,058	\$40,058
C	2740	Porter Supvr I	Housekeeping		\$40,058	\$40,058
C	2740	Porter Supvr I	Housekeeping		\$40,058	\$40,058
	2740	Porter Supvr I	Housekeeping		\$40,058	
	Total No of Senior & Middle Mgmt Positions in LHH			35	\$3,082,914	
	SAN FRANCISCO GENERAL HOSPITAL					
	1164	Exe Admin			\$169,729	
	2145	Hosp Assoc Admin	Med Family Mod		\$116,635	
	2593	Hlth Prog Coord III	Family, Refugee		\$70,532	
	2662	Dir Food Services	Food Service		\$74,592	
B	2660	Asst Dir Food Serv	Food Service		\$64,957	\$64,957
D	2620	Food Svcs Admin	Food Service		\$56,658	\$56,658
A	2656	Chief	Food Service		\$51,176	\$51,176
	2143	Hosp Asst Admin	Housekeeping, etc		\$95,067	

MGMTLIST.XLS

	2785	Asst Gen'l Svcs Mgr	Housekeeping	\$48,334		
B	2785	Asst Gen'l Svcs Mgr	Housekeeping	\$48,334		\$48,334
B	2785	Asst Gen'l Svcs Mgr	Housekeeping	\$48,334		\$48,334
	2786	Gen'l Svcs Mgr	Laundry	\$63,066		
A	2140	Hosp Admin Asst	Pt & Comm Relations	\$66,242		\$66,242
	2742	Gen'l Services Supvr	Messenger Svcs	\$39,488		
	2452	Dir Pharmacy	Pharmaceuticals	\$90,013		
A	2140	Hosp Admin Asst	Bilingual Svcs	\$66,248		\$66,248
A	2140	Hosp Admin Asst	Security	\$66,248		\$66,248
	8206	Inst Police Capt		\$68,879		
	A942	Sr Hosp Assoc Admin	Licensure	\$116,009		
	2368	Asst DON	Psychiatry	\$114,976		
	2934	Chief Psych Soc Worker	Psychiatry	\$75,544		
A	2140	Hosp Admin Asst		\$66,248		\$66,248
	2591	Hlth Prog Coord I	OB/GYN	\$55,280		
	2368	Asst DON	Quality Improv	\$114,982		
A	2140	Hosp Admin Asst	Risk Mgmt	\$66,248		\$66,248
	2143	Hosp Asst Admin	Workers Comp	\$95,057		
	1272	Sr Dept Pers Officer	Human Resources	\$97,343		
A	1232	Training Officer	Non-Nurse training	\$55,110		\$55,110
	1226	Chief P/P Clerk	Payroll	\$60,961		
	A942	Dir of Nursing Acting	Nursing	\$116,009		
	2324	Nursing Supvr	Utilization	\$96,969		
	2925	Chief Med Soc Svcs	Medical Soc Svcs	\$76,697		
	2368	Asst DON	Patient Flow, oper	\$114,976		
	2352	Asst DON	Staff Development	\$98,282		
	2368	Asst DON	Med, Derm, Family	\$108,367		
	2368	Asst DON	Women, Children	\$108,367		
	2368	Asst DON	Peri-Operative	\$114,976		
	2368	Asst DON	Emergency	\$98,282		
	2368	Asst DON	Surgery/Critical	\$98,269		
A	2368	Asst DON	Clin Prac, Admin	\$98,269		\$98,269
A	2368	Asst DON	Utilization Mgmt	\$98,269		\$98,269
A	2324	Nursng Supvr	Occupational Health	\$96,969		\$96,969
	2145	CFO Acting	Controller	\$95,057		
	2143	Hosp Asst Admin	Information Svcs	\$90,515		
	1675	Supvrng Fiscal Officer	Accounting	\$78,175		
	1658	Chief Accountant	Cost Reimbursement	\$84,907		
	1658	Chief Accountant	General Ledger	\$84,907		
	2143	Hosp Asst Admin	Admitting	\$95,057		
	1665	Dir Patient Accounts	Pt Accounting	\$73,351		
	2947	Hosp Eligibility Mgr	Admitting	\$71,951		
	2947	Hosp Eligibility Mgr	Patient Elig	\$71,951		
	2118	Dir Medical Records	Hlth Infor Systems	\$77,423		
B	1410	Chief Clerk	Hlth Infor Systems	\$46,798		\$46,798
	1373	Materials Mgr	Materials	\$84,000		
	2324	Nursing Supvr	CPD Admin	\$96,967	93-94 Bud	
B	2392	Sr CPD Technician	CPD Admin	\$49,266		\$49,266
	2145	Hosp Assoc Admin	Critical Care	\$111,092		
	7205	Chief Stat Engr	Plant Svcs	\$68,528		
	XXX	UC Mgmt Svcs Officer	Pathology, Clin lab	\$84,000		
	2498	Dir Radiology	radiology	\$83,311		
	XXX	Med Dir Paramedics	Paramedics	\$108,000		
	2535	Chief Paramedic	Paramedics	\$85,716		
	2529	Asst Chief Paramedics	Paramedics	\$67,182		
	2529	Asst Chief Paramedics	Paramedics	\$67,182		
A	2140	Hosp Admin Asst	Paramedics	\$60,083		\$60,083
	A745	Budget Director	Critical Care, Peri-Oper	\$81,307	Reassign	
A	2140	Hosp Admin Asst	Cross-Dept Svcs	\$66,248		\$66,248

MGMTLIST.XLS

A	2143	Hosp Asst Admin	Planning & Mgmt Svcs	\$95,063	
	2140	Hosp Admin Asst	Data Analysis & Reporting	\$66,248	\$66,248
	1370	Special Asst XI	Capital	\$72,000	
	1369	Special Asst X	Transportation	\$58,800	
	1371	Special Asst XII	Risk Manager	\$72,000	
	1369	Special Asst X	Comm Relations	\$60,000	
	1374	Special Asst V	Revenue Dir	\$96,000	
	1374	Special Asst V	Planning	\$96,000	
	1373	Special Asst IV	Contracts	\$84,000	
	Total No. of Senior & Middle Mgmt Positions in SFGH		76	\$6,230,066	
	TOTAL NUMBER OF SENIOR AND MIDDLE MGMT POSITIONS AT DPH				203
	TOTAL SAVINGS WITHIN SENIOR AND MIDDLE MANAGEMENT				\$3,140,471
		Round A & Round B Savings			\$2,735,932
		Round C Savings			\$404,539
	TOTAL NUMBER OF FTEs AFFECTED WITHIN THE DPH				47
		38 FTEs Cut			
		9 Downgrades			

26-Apr-83

SAN FRANCISCO MUNICIPAL RAILWAY SENIOR & MIDDLE MANAGERS LISTING
1992-93

III-16

PROGRAM	CLASS TITLE	SENIOR MORE			MIDDLE MORE			TOTAL SR & MIDDLE MORE			GRAND TOTAL
		J.D. RATE	SALARY	FRINGES	J.D. RATE	SALARY	FRINGES	J.D. RATE	SALARY	FRINGES	TOTAL
General Manager, Muni Labor Relations Unit	9186 General Manager, Muni	4	131,025	30,259				4	131,025	30,259	151,281
	9142 Transit Manager III	1	77,700	19,425				1	77,700	19,425	97,125
	Subtotal		198,725	49,681					198,725	49,681	248,406
Administration Community Affairs	9193 Dep. Gen. Manager, Administration	8	89,761	22,440				8	89,761	22,440	112,201
	9148 Director, Community Affairs				22	69,454	17,364				86,818
	Subtotal		89,761	22,440		69,454	17,364				86,818
Administration Total			89,761	22,440		69,454	17,364				86,818
TRANSPORTATION Safety, Training, Schedules & Data Sv Division Operations Field Operations Staff Support for Operator Allocation Kitchen Division Front Office Window Division Passage Division Green Division Cable Car Division Inspector's Department Central Control Station Operations	9181 Dep. Gen. Manager, Transportation				0	0	0	4	100,121	25,030	125,151
	9142 Transit Manager III	3	74,552	18,638				3	74,552	18,638	93,190
	9142 Transit Manager III	8	74,552	18,638				8	74,552	18,638	93,190
	9141 Transit Manager III	4	74,552	18,638				4	74,552	18,638	93,190
	9141 Transit Manager II	5	68,695	17,174				5	68,695	17,174	85,869
	9141 Transit Manager II	7	68,695	17,174				7	68,695	17,174	85,869
	9140 Transit Manager II	7	68,695	17,174				7	68,695	17,174	85,869
	9140 Transit Manager II	9	62,327	15,562				9	62,327	15,562	77,889
	9140 Transit Manager I	9	62,327	15,562				9	62,327	15,562	77,889
	9140 Transit Manager I	7	62,327	15,562				7	62,327	15,562	77,889
	9140 Transit Manager I	7	62,327	15,562				7	62,327	15,562	77,889
	9141 Transit Manager I	5	68,695	17,174				5	68,695	17,174	85,869
	9141 Transit Manager II	4	68,695	17,174				4	68,695	17,174	85,869
	9141 Transit Manager II	5	68,695	17,174				5	68,695	17,174	85,869
	Transportation Total		100,121	25,030		947,461	236,866		1,047,882	261,896	1,309,778

26-Apr-93

SAN FRANCISCO MUNICIPAL RAILWAY SENIOR & MIDDLE MANAGERS LISTING
1992-93

PROGRAM	CLASS/TITLE	F.P.R.P.T.E.	SENIOR MORE SALARY	FRINGES	TOTAL	F.P.R.P.T.E.	MIDDLE MORE SALARY	FRINGES	TOTAL	F.P.R.P.T.E.	TOTAL
General Manager, Muni	9189 General Manager, Muni	4	121,025	30,256	151,281					4	
Labor Relations Unit	9142 Transit Manager III	1	77,700	19,425	97,125					1	
Subtotal			198,725	49,681	248,406						
Administration	9193 Dep. Gen. Manager, Administration	8	89,761	22,440	112,201	22	69,454	17,364	86,818	8	
Community Affairs	9148 Director, Community Affairs									22	
Administration Total			89,761	22,440	112,201		69,454	17,364	86,818		
TRANSPORTATION	9191 Dep. Gen. Manager, Transportation					0	0	0	0	4	
Safety, Training, Schedules & Data Sv	9142 Transit Manager III	4	100,121	25,030	125,151	3	74,552	18,038	93,190	3	
Division Operations	9142 Transit Manager III					8	74,552	18,038	93,190	8	
Field Operations	9142 Transit Manager III					4	74,552	18,038	93,190	4	
Staff Support for Operator Allocation	9141 Transit Manager II					5	68,695	17,174	85,869	5	
Kitsling Division	9141 Transit Manager II					7	68,695	17,174	85,869	7	
Piedras Division	9141 Transit Manager II					7	68,695	17,174	85,869	7	
Flynn Division	9140 Transit Manager I					7	62,327	15,582	77,909	7	
Woods Division	9141 Transit Manager II					9	62,327	15,582	77,909	9	
Potter Division	9140 Transit Manager I					9	62,327	15,582	77,909	9	
Green Division	9140 Transit Manager I					7	62,327	15,582	77,909	7	
Cable Car Division	9140 Transit Manager I					7	62,327	15,582	77,909	7	
Inspector Department	9141 Transit Manager II					5	68,695	17,174	85,869	5	
Central Control	9141 Transit Manager II					4	68,695	17,174	85,869	4	
Station Operations	9141 Transit Manager II					5	68,695	17,174	85,869	5	
Transportation Total			100,121	25,030	125,151		947,461	236,865	1,184,326		1,9

ATTACHMENT C

HETCH HETCHY
LISTING OF SENIOR & MIDDLE MANAGERS
09-Jun-93

PROGRAM	CLASS/TITLE	# D RPTS	SENIOR MGRS SALARY	FRINGES	TOTAL	# D RPTS	MIDDLE MGRS SALARY	FRINGES	TOTAL	# D RPTS	TOTAL SR & MIDDLE MGRS SALARY	FRINGES	TOTAL	SIZE OF BUDGET
Gen. Manager	5185 Gen. Manager Hetch Hetchy Project	4	108,539	26,635	135,174									
Administration	5139 Dep. Gen. Manager HH Project	2	90,712	22,078	112,790									
Protect Operations	5138 Supt. of Operations, HH Project	8	84,771	21,192.75	1,059,637.5									
Maint. Engineering	5137 Maint. Engineering Mgr.	6	78,453	19,613.25	980,667.5									
Total Hetch Hetchy			360,475	90,119	450,594									
Bureau of Light, Heat, & Power														
Light, Heat & Power	5174 Administrative Engineer	3	74,412	18,603	93,015									
TOTAL BLH&P			0	0	0		74,412	18,603	93,015					
Total Senior Managers (4)														
Total Middle Managers (1)														

DEPARTMENT: 40
1993-94 PUC BUREAUS
LISTING OF SENIOR MANAGERS
09-Jun-93
file:f:9394NGRS

BUREAU	CLASS/TITLE	SENIOR MGRS		
		# D RPTS	SALARY	TOTAL
	1172 General Manager PUC	12	134,163	35,938
				167,691
PUC DEPARTMENTS				
BUREAUS				
General Manager				
Safety	A049 Bureau Mgr. MEP	1	98,202	24,551
				122,753
Security	8221 Chief, Protective Services	1	79,630	19,883
				99,413
C.Compliance	2978 Contract Compliance Officer II	3	78,427	19,607
				98,034
G.M./Administration				0
	Subtotal General Manager		256,159	64,040
				320,199
Finance				
	1677 Asst. Gen. Mgr. Finance Bureau	5	109,625	27,456
	A365 Director Resource Dev & Imp			137,281
	1824 Principle Administrative Analyst			
	9161 General Claims Agent			
	A058 Director, Enterprise Accounting			
	1658 Chief Account			
	Subtotal FINANCE		109,625	27,456
				137,281
BMIS				
	1885 Mgr. Bureau of MIS	10	107,006	26,752
	1760 Asst. Chief, Computers			133,768
	Subtotal BMIS		107,006	26,752
				133,768
UE8 SEE PERSONNEL FUND				
Energy Conservation				
	1888 Mgr. Bureau Energy Conservation		69,739	17,435
				69,739
Personnel/Training				
	1275 Mgr Bureau, Personnel & Training	7	89,419	22,355
	1270 Department Personnel Officer			111,774
	Subtotal Personnel/Training		89,419	22,355
				111,774
TOTAL PUC BUREAUS				
			632,148	158,037
TOTAL SENIOR MANAGERS				
				7

DEPARTMENT:40
1993-94 UEB/PERSONNEL FUND
LISTING OF SENIOR MANAGERS
09-Jun-93 file:9394MGRS

BUREAU	CLASS/TITLE	# D RPTS	SENIOR MGRS SALARY FRNGES	TOTAL
ADMIN	5189 Mgr UEB	6	114,759 28,690	143,449
TRANS	9756 Staff Assistant I/IX	6	102,856 25,714	128,569
W&P PROJ	9752 Staff Assistant X (Temp Sel)	9	89,384 22,346	111,730
TRANSIT	5212 Principle Engineer	3	90,909 22,727	113,636
CONSTRUC	9754 Staff Assistant XII (Temp Sel)	5	98,474 24,619	123,093
GEN ENGIN	5212 Principle Engineer	4	90,909 22,727	113,636
TOTAL UEB			587,289 146,822	734,111

WATER DEPARTMENT
LISTING OF SENIOR & MIDDLE MANAGERS

09-Jun-93

PROGRAM	CLASS/TITLE	# D RPTS	SENIOR MGRS SALARY	SENIOR MGRS FRINGES	TOTAL	# D RPTS	MIDDLE MGRS SALARY	MIDDLE MGRS FRINGES	TOTAL	TOTAL SR & MIDDLE MGRS # D RPTS SALARY	FRINGES	TOTAL	SIZE OF BUDGET
Gen. Manager	5166 W. D. Gen. Manager	6	114,762	28,691	143,453								
Administration Oper./Maint.	5165 Dep. Gen. Manager	6	93,591	24,698	124,489								
Cust. Service Div. Customer Service	1118 Commercial Division Manager 1116 Asst. Mgr. Commercial Div.	4	88,633	22,158	110,791		4	82,342	20,566	102,928			
Subtotal City Distribution Div. City Dist. Div.	5160 CDD Manager 5158 CDD Asst. Manager		88,633	22,158	110,791		4	82,342	20,566	102,928			
Subtotal Water Quality Div. Water Quality	5162 Water Purification Div. Manager 5161 Water Purification Asst. Div. Manager		0	0	0		3	92,054	23,014	115,068			
Subtotal Water Supply/Treat. Division	5156 Division Mgr. Suburban Division 5154 Asst. Div. Mgr Peninsula Operations 5150 Asst. Division Manager	6	89,417	22,354	111,771		0	78,159	19,040	95,199			
Alameda Maintenance			89,417	22,354	111,771		0	78,159	19,040	95,200			
Subtotal			392,403	98,100	490,503		152,318	38,080	190,398				
Total Water Department			392,403	98,100	490,503		585,314	146,329	731,643				
Total Senior Managers (3)													
Total Middle Managers (8)													

IV. USE OF CITY-OWNED VEHICLES

The following information reflects the number of automobiles reported by departments as of the writing of this report, including the use and the overnight disposition of the vehicles.

Academy of Sciences

No. of automobiles reported by department: 0

Adult Probation

No. of automobiles reported by department: 6

Pooled 5

Assigned to individuals 1

Description/Overnight disposition of automobiles:

One car is assigned to the Chief Probation Officer because he is on-call 24 hours a day. He takes it home overnight for the same reason. The remaining five vehicles are used by investigation officers in their official duties.

Airport

No. of automobiles reported by department: 15

Pooled 0

Assigned to individuals 15

Description/Overnight disposition of automobiles:

Unreported.

Animal Care and Control

No. of automobiles reported by department: 1

Pooled 1

Assigned to individuals 0

Description/Overnight disposition of automobiles:

The department has one pool car. This car is taken home nightly either by the Director or Deputy Director, whoever is on emergency call-back status for that night. The car is not assigned to individual employees and is used daily for accounting personnel's need to deposit monies and appropriate documents with the City Treasurer and other City Hall Departments.

Art Commission

No. of automobiles reported by department: 0

Asian Art Museum

No. of automobiles reported by department: 0

Assessor

No. of automobiles reported by department: 2

Pooled 2

Assigned to individuals 0

Description/Overnight disposition of automobiles:

The 2 pool cars are assigned to the Assessor and her confidential secretary.

The cars are taken home to provide safe, overnight parking.

Board of Supervisors

No. of automobiles reported by department: 0

Chief Administrative Officer

No. of automobiles reported by department: 2

Pooled 0

Assigned to individuals

Description/Overnight disposition of automobiles:

2 vehicles are assigned to the CAO's Office: 1 is for the General Office and is parked at City Hall overnight. The other is assigned to the Solid Waste Program.

City Attorney

No. of automobiles reported by department: 2

Pooled 0

Assigned to individuals 2

Description/Overnight disposition of automobiles:

The department has two cars: one is assigned to an 8152 Senior Claims Investigator, and one to an 8151 Claims Investigator. The cars are used by the investigators for early morning, evening, and weekend investigations. The investigators are on-call 24 hours per day and live outside the City.

City Planning

No. of automobiles reported by department: 3

Pooled 3

Assigned to individuals 0

Description/Overnight disposition of automobiles:

Three vehicles are available for use during the day. All 3 are taken home to residences in San Francisco because of insufficient parking at City Hall. The vehicles are used to conduct official business.

Commission on Aging

No. of automobiles reported by department: 0

Commission on the Status of Women

No. of automobiles reported by department: 0

BOARD OF SUPERVISORS**BUDGET ANALYST**

Controller

No. of automobiles reported by department: 1

Pooled 1

Assigned to individuals 0

Description/Overnight disposition of automobiles:

The car is assigned to the Audits Division. It is not taken home by employees.

Convention Facilities Management

No. of automobiles reported by department: 0

County Clerk

No. of automobiles reported by department: 0

County Education Office

No. of automobiles reported by department: 0

Department of Agriculture and Weights and Measures

No. of automobiles reported by department: 9

Pooled 2

Assigned to individuals 7

Description/Overnight disposition of automobiles:

These vehicles are for use during the work day for inspection purposes only and are not assigned as take home vehicles.

District Attorney

No. of automobiles reported by department:

As of the writing of this report the General Prosecution Bureau had not responded to the request. The following information applies to the Family Support Bureau.

Pooled 1

Assigned to individuals 2

Description/Overnight disposition of automobiles:

The Family Support Bureau utilizes 3 pool cars. Two are assigned to the Chief Investigator and an 8158 Investigator, who occasionally take the vehicles home when service of process is done outside normal business hours. A third car is used exclusively for courier services such as picking up the mail at the post office, delivering legal documents to county clerk, etc.

BOARD OF SUPERVISORS**BUDGET ANALYST**

Electricity

No. of automobiles reported by department: 8

Pooled 7

Assigned to individuals 1

Description/Overnight disposition of automobiles:

The vehicles is assigned to the General Manager who must be available 24 hours a day for emergencies and to review the Department's 24 hour operations. All other vehicles are pooled amount all Department employees who need use of a vehicle. At times, vehicles are taken home by the Deputy General Manager and Division Managers with the approval of the General Manager to supervise 24 hour operations and for emergency situations. The Department reports that 1 car is presently out of service.

Fine Arts Museums

No. of automobiles reported by department: 3

Pooled 3

Assigned to individuals 0

Description/Overnight disposition of automobiles:

Of the department's 3 vehicles, 2 are assigned to the Museum's Exhibit department, and 1 is assigned to the Education department. No vehicles are taken home by employees.

Fire

No. of automobiles reported by department: 102

Pooled 102

Assigned to individuals 0

Description/Overnight disposition of automobiles:

Of 102 pool vehicles, 16 are authorized to be taken home. Each employee who is authorized to take a vehicle home is required to respond to emergencies on a 24 hour basis.

Health Service System

No. of automobiles reported by department: 0

Hetch Hetchy Project

No. of automobiles reported by department: 61

Pooled 44

Assigned to individuals 17

Description/Overnight disposition of automobiles:

Vehicles are assigned to employees who are either on call at least 3 times per month, a part of the Department's emergency response mechanism, or who have to make unscheduled work site visits. All other vehicles are used on a pooling basis and are only used for City business.

Human Rights Commission

No. of automobiles reported by department: 0

BOARD OF SUPERVISORS**BUDGET ANALYST**

Juvenile Probation

No. of automobiles reported by department: 31

Pooled 30

Assigned to individuals 1

Description/Overnight disposition of automobiles:

31 cars are used to conduct investigations and home visits. Of the 31 cars, all are pooled except one which is assigned to the Chief Probation Officer. Cars are not taken home by employees except when an officer is transporting a minor out-of-county and the mileage for the trip is less from the officer's home than from the office, resulting in cost savings to the department.

Law Library

No. of automobiles reported by department: 0

Library

No. of automobiles reported by department: 2

Pooled 2

Assigned to individuals 0

Description/Overnight disposition of automobiles:

The library has 2 cars. None are assigned to individuals, and none are taken home. The vehicles are used to conduct official business.

Mayor

No. of automobiles reported by department: 9

Pooled 8

Assigned to individuals 1

Description/Overnight disposition of automobiles:

One car is assigned to the Mayor. The remaining vehicles are used as follows: 1 in Gang Prevention, 3 in the Community Development/Housing Department, and 4 in Emergency Services.

Medical Examiner/Coroner

No. of automobiles reported by department: 2

Pooled 1

Assigned to individuals 1

Description/Overnight disposition of automobiles:

Of the department's 2 cars, 1 is assigned to the Medical Examiner, the other to the on-call Assistant Medical Examiners to respond to night calls only.

Municipal Court

No. of automobiles reported by department: 0

BOARD OF SUPERVISORS

BUDGET ANALYST

Municipal Railway

No. of automobiles reported by department: 154

Pooled 110

Assigned to individuals 44

Description/Overnight disposition of automobiles:

Cars are taken home by employees who are considered on-call and need a dedicated vehicles to respond to various emergencies. Most vehicles are used on a daily basis by shift supervisors who must have a vehicle to conduct their duties.

Parking and Traffic Commission

No. of automobiles reported by department: 45

Pooled 45

Assigned to individuals 0

Description/Overnight disposition of automobiles:

8 of the 45 vehicles reported by the department are taken home due to a lack of off-street parking and because vehicles are reportedly vandalized when left on the street overnight. The cars are used to conduct official business.

Permit Appeals

No. of automobiles reported by department: 0

Police

No. of automobiles reported by department: Not reported

Pooled Not reported

Assigned to individuals 33

Description/Overnight disposition of automobiles:

The department reported an "unspecified number" of pool cars, and that 33 cars are taken home because the employees are subject to call back.

Port Commission

No. of automobiles reported by department: 91

Pooled 29

Assigned to individuals 62

Description/Overnight disposition of automobiles:

A total of six Port employees take vehicles home daily in order to respond in the event of an emergency. Other employees take cars home infrequently when they have to monitor projects in the early morning, or to work late in the field.

Public Administrator-Guardian

No. of automobiles reported by department: 4

Pooled 4

Assigned to individuals 0

Description/Overnight disposition of automobiles:

The department reports that none of its 4 vehicles are taken home.

BOARD OF SUPERVISORS

BUDGET ANALYST

Public Defender

No. of automobiles reported by department:		6
Pooled	5	
Assigned to individuals	1	
Description/Overnight disposition of automobiles:		
Cars are taken home when interviews must be conducted before or after work hours.		

Public Health - Central Office

No. of automobiles reported by department:		58
Pooled	3	
Assigned to individuals	55	
Description/Overnight disposition of automobiles:		
Vehicles are assigned to the Director of Health, a Deputy Director of Health, and the Director of Toxics, Health & Safety Services for 24 hour on call and emergency response. Other vehicles are pooled for use by environmental health inspectors, toxics health and safety inspectors, conservatorship staff, public health nurses, and delivery to off-site clinics.		

9 cars are driven home as follows: Director of Health for 24 hour on call, Director of Environmental Health for 24 hour on call, Director of Toxics, Health & Safety for emergency response, and 6 Conservatorship staff to minimize commute to out-of-county client locations.

Public Health - Community Mental Health

No. of automobiles reported by department:		20
Pooled	18	
Assigned to individuals	2	
Description/Overnight disposition of automobiles:		
Vehicles are assigned to the Deputy Director of health for Mental Health and Substance Abuse and the Director of Substance Abuse for 24 hour on call and emergency response. Other vehicles are used for patient transport, deliveries, and pool cars for staff to attend meetings.		

A car is driven home by the Deputy Director for Mental Health & Substance Abuse for 24 hour on call.

Public Health - Laguna Honda

No. of automobiles reported by department:		30
Pooled	29	
Assigned to individuals	1	
Description/Overnight disposition of automobiles:		
A vehicle is assigned to the Executive Administrator for 24 hour on call emergency response. Other vehicles are used for patient transport, security, on and off-site deliveries, buildings and grounds maintenance, and pool cars for staff to attend meetings. A car is driven home by the Executive Administrator for 24 hour on call.		

BOARD OF SUPERVISORS**BUDGET ANALYST**

Public Health - S. F. General Hospital

No. of automobiles reported by department: 16

Pooled 15

Assigned to individuals 1

Description/Overnight disposition of automobiles:

A vehicle is assigned to the Executive Administrator for 24 hour on call emergency response. Other vehicles are used for security, deliveries off site, and pool cars for staff to attend meetings. One car is driven home by the Medical Director, Paramedics for 24 hour on call services.

Public Utilities Commission

No. of automobiles reported by department: 95

Pooled 55

Assigned to individuals 40

Description/Overnight disposition of automobiles:

Vehicles are assigned to employees who are either on call at least 3 times per month, a part of the Department's emergency response mechanism, or who have to make unscheduled work site visits. All other vehicles are used on a pooling basis and are only used for City business.

Public Works

No. of automobiles reported by department: 353

Pooled 276

Assigned to individuals Not reported

Description/Overnight disposition of automobiles:

A total of 85 cars are taken home by employees either to respond to emergencies or due to a lack of adequate parking in the City.

Purchaser

No. of automobiles reported by department: 2

Pooled 2

Assigned to individuals 8

Description/Overnight disposition of automobiles:

The Director drives one car home because of a lack of parking.

Real Estate

No. of automobiles reported by department: 1

Pooled 1

Assigned to individuals 0

Description/Overnight disposition of automobiles:

An employee takes the department's 1 car home at night for security purposes.

Recorder

No. of automobiles reported by department: 0

BOARD OF SUPERVISORS**BUDGET ANALYST**

Recreation and Park

No. of automobiles reported by department:		25
Pooled	10	
Assigned to individuals	15	

Description/Overnight disposition of automobiles:

The department reports that it has 10 pool cars and 15 cars which are assigned to individuals, for a total of 25. Of the 15 cars assigned, 11 are taken home by administrator's who are officially on call for emergencies 24 hours per day, and/or attend week-end and community meetings.

Registrar of Voters

No. of automobiles reported by department:		0
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Rent Arbitration Board

No. of automobiles reported by department:		0
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Retirement

No. of automobiles reported by department:		0
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Sheriff

No. of automobiles reported by department:		64
Pooled	34	
Assigned to individuals	30	

Description/Overnight disposition of automobiles:

15 Personnel are allowed to drive their vehicles to and from their place of residence due to their responsibility to respond to emergencies 24 hours a day.

Social Services

No. of automobiles reported by department:		60
Pooled	59	
Assigned to individuals	1	

Description/Overnight disposition of automobiles:

Cars are used by child welfare workers who make home visits. The department reports "approximately 60 cars," all of which are pooled except one which is assigned to the General Manager. The General Manager takes the care home because he has extensive after-hours work hours. Other employees are not permitted to take cars home.

Superior Court

No. of automobiles reported by department:		1
Pooled	0	
Assigned to individuals	0	

Description/Overnight disposition of automobiles:

One compact pickup truck is assigned to an employee who performs warehouse and delivery services. It is taken home each night because we have no place to garage it at night.

BOARD OF SUPERVISORS**BUDGET ANALYST**

Treasurer-Tax Collector

No. of automobiles reported by department: 3

Pooled 3

Assigned to individuals 0

Description/Overnight disposition of automobiles:

Two vehicles are for the field investigations staff and one is assigned to the Treasurer and treasury staff. Two cars are driven home, one by the Treasurer and one by a field investigations employee, who garages the car at night to ease parking around City Hall. The third car has mechanical problems and none of the employees wishes to drive it home, so it is parked on the street by City Hall. The Department reports that they are attempting to have it replaced.

War Memorial

No. of automobiles reported by department: 0

Water Department

No. of automobiles reported by department: 235

Pooled 198

Assigned to individuals 37

Description/Overnight disposition of automobiles:

Vehicles are assigned to employees who are either on call at least 3 times per month, a part of the Department's emergency response mechanism, or who have to make unscheduled work site visits. All other vehicles are used on a pooling basis and are only used for City business.

V. FREE PARKING FOR CITY EMPLOYEES

The following information was provided by City departments concerning the availability of free parking to City employees, as of the writing of this report.

Academy of Sciences

No parking is provided for employees at city expense.

Adult Probation

This Department is provided with 1 parking space which is assigned to the Chief Probation Officer at the Hall of Justice, 8440 Bryant St.

Airport

Airport employees park in 12 different locations on Airport grounds. None of the employee parking spaces are available to the general public, who are required to pay for parking. City employees at the Airport are not required to pay for parking.

Animal Care and Control

This Department is provided with approximately 30 spaces at the neighboring William B. Scott Parking Facility. MUNI permits the use of these spaces for the Animal Control staff, who are on assignment in a high crime/vandalism area throughout the 24-hour work day. These spaces are assigned as follows:

- 10 3372 Animal Control Officers
- 9 3370 Animal Care Attendants
- 7 1434 Shelter Service Representatives
- 1 3373 Animal Care Supervisor
- 1 2292 Shelter Veterinarian
- 1 1435 Shelter Office Supervisor
- 1 3375 Animal Health Technician

Art Commission

No parking is provided for employees at city expense.

Asian Art Museum

The deYoung/Asian building in Golden Gate Park has a lot with 75 stalls available to volunteers and staff.

Assessor

The department reports that two permits for Grove Street are provided for the two pool cars used by the Assessor and the Special Assistant to the Assessor.

Board of Supervisors

11 members of the Board of Supervisors, approximately half of the 22 aides to Supervisors, the Clerk of the Board and the Budget Analyst have permits to park at the City Hall ramps on McAllister Street and Grove Street.

BOARD OF SUPERVISORS
BUDGET ANALYST

Chief Administrative Officer

The following City personnel are provided parking permits for the Grove Street ramp at no cost to the City. In addition, the CAO is provided a parking space adjacent to City Hall:

Confidential Secretary to the CAO

Project Manager - Main Library project

3 Assistants to the CAO (managers for the Grants for the Arts Program, Moscone Center Manager and one permit for one other staff depending upon project requirements);

Solid Waste Management Program Manager (City car)

Director, Convention Facilities

City Attorney

The department has 2 parking spaces assigned as follows:

8197 Attorney at Polk St. City Hall Entrance

8182 Head Attorney at disabled parking, Grove Street Well, with disabled parking permit.

City Planning

No parking is provided for employees at city expense.

Commission on Aging

No parking is provided for employees at city expense.

Commission on the Status of Women

No parking is provided for employees at city expense.

Convention Facilities Management

No parking is provided for employees at city expense.

County Agriculture

Parking for the department is provided by the Port. The office has assigned parking stalls which are occupied during off hours by City vehicles assigned to the department. For those employees who drive their own vehicles to work, they may park in the stalls which are used by City vehicles once those stalls have been vacated at the start of each work day.

County Clerk

No parking is provided for employees at city expense.

District Attorney

The department is provided with 8 parking spaces of which 3 are for city vehicles. The 5 remaining spaces are used by employees who use their cars for work related purposes and are assigned as follows:

BOARD OF SUPERVISORS

BUDGET ANALYST

V-2

District Attorney, continued

1 8158 Director
1 8180 Principal Attorney
2 8160 Assistant Chief Investigators
1 8159 Family Support Investigator III
Security

Electricity

Employees who work at 901 Rankin and 1003 Turk St. locations can park in the respective parking lots. No parking spaces are provided for the 9 employees located at City Hall.

Fine Arts Museums

The deYoung/Asian building in Golden Gate Park has a lot with approximately 75 stalls available to volunteers and staff.

Fire

No parking is provided for employees at city expense.

Health Service System

No parking is provided for employees at city expense.

Human Rights Commission

No parking is provided for employees at city expense.

Juvenile Probation

No parking is provided for employees at city expense.

Law Library

No parking is provided for employees at city expense.

Library

This Department is provided with 32 parking spaces, as follows:
20 spaces at the Western Addition Branch, which shared with patrons.
7 spaces at the Eureka Branch, 3 staff may use at a time.
5 spaces at the Main Library which will be lost when the new Main library is finished.

No specific classes have assigned parking privileges.

Medical Examiner/Coroner

This Department is provided with approximately 8 parking spaces on their premises at the 850 Bryant Street. The spaces are used by more than 8 employees because the Department operates 24 hours a day and employees use the spaces during different shifts. The spaces are assigned as followed:

BOARD OF SUPERVISORS

BUDGET ANALYST

Medical Examiner/Coroner, continued

- 1 1440 Medical Transcriber
- 1 1844 Senior Management Assistant
- 1 2405 Forensic Lab Technician
- 1 2444 Clinical Lab Technician,
- 1 2457 Asst. Forensic Toxicologist II
- 6 2580 Coroner's Investigators
- 1 2581 Administrative Coroner
- 1 2582, Assistant Medical Examiners
- 1 2584 Chief Medical Examiner.

Municipal Court

This Department is provided with 27 parking spaces. The spaces are assigned as follows:

- 20 Class 200 Municipal Court Judges
- 1 Class 0215 court Commissioner
- 2 Class 0250 Court Commissioners
- 1 Class 0220 Chief Deputy
- 1 Class 0242 Computer System Director
- 1 Class 0225 Court Calendar Coordinator
- 1 Class 0330 Deputy Clerk (messenger)

Municipal Railway

MUNI has limited parking at Green and Flynn operating centers. The Department did not estimate the number of spaces available.

Parking and Traffic Commission

The department provides management with 20 spaces at 901 Rankin St.

Permit Appeals

No parking is provided for employees at city expense.

Police

No parking is provided for employees at city expense.

Public Administrator-Guardian

No parking is provided for employees at city expense.

Public Defender

There is parking in the rental building at 555 7th Street for a limited number of employees. Parking not assigned according to classification, but on the basis of seniority, regardless of classification.

Public Utilities Commission

All Water Department facilities provide parking for employees with the exception of Administration and Customer Service. MUNI has limited parking of Green and Flynn operating centers. Outside of that, the PUC departments do not provide employee parking. The PUCs 1992-93 budget included \$69,859 to pay for parking City owned vehicles. The Department did not estimate the number of parking spaces.

Public Works

No parking is provided for employees at city expense.

Purchaser

Fifty parking spaces are available to employees working at the Jerrold St. location. One space is provided for a senior purchaser at the DPW location on Army street, and one location at the Airport for a senior purchaser.

Real Estate

The department uses 2 parking spaces located in the Performing Arts Garage. The spaces are assigned to a Senior Real Property Officer and the other to a Real Property Officer. Each of these individuals is required to use their personal vehicles to conduct City business.

Recorder

No parking is provided for employees at city expense.

Recreation and Park

A free parking lot is available at McLaren Lodge, and may be used by employees and the public on a first come first serve basis. The number of employees that use the parking lot varies. A total of 25 City-owned vehicles are provided to the department. There are no designated names or reserved spaces for any individual employee of the Dept.

Registrar of Voters

No parking is provided for employees at city expense.

Rent Arbitration Board

No parking is provided for employees at city expense.

Retirement

No parking is provided for employees at city expense.

Sheriff

Free parking is provided to all employees who work at the San Bruno Jail Complex due to unlimited spaces available on the jail grounds. 22 parking permits are issued for management level officers assigned to the Hall of Justice jail facilities. Included in the 22 permits are 3 designated for Jail Medical Service personnel with the Department of Public Health. 19 parking permits are issued for specific sworn personnel assigned to City Hall, including the Civil Section.

BOARD OF SUPERVISORS **BUDGET ANALYST**

Social Services

150 employees bring their cars for work related purposes because there is not a sufficient number of pool cars. A parking lot is available for these cars and street parking is also available.

DSS has considered charging employees to park but is hesitant to do so because employees are bringing their cars for work related reasons, Union would protest, and there is no city-wide policy.

Superior Court

The Superior Court is provided with 43 parking spaces, 40 at the Hall of Justice, 1 at the Performing Arts garage, and 2 permits for City Hall. The spaces are assigned as follows:

39 Superior Court Judges and Commissioners

Chief Executive Officer

Assistant Clerk of the Court

Manager of Budget and Administration

Manager of Court Operations for the Criminal Division

Treasurer-Tax Collector

No parking is provided for employees at city expense.

War Memorial

The department is provided with 15 parking spaces in the City-owned lot behind the War Memorial at no cost to the City. One space is rotated and the remaining are assigned as follows:

1 4124 Manager Director

1 4120 Asst. Manager Director

4 Engineering spaces shared among 5 shift supervisor Engineers

4 Custodial shared among shift supervisors

2 security shared among shift supervisors and 3 stage electricians.

There are other spaces in the lot that are leased to groups such as the San Francisco symphony, the San Francisco Ballet and the Museum of Modern Art through their existing lease agreements with the City.

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-93
MAIN Library - Public Library
INNER-OFFICE MEMORANDUM
CLERK'S OFFICE—BOARD OF SUPERVISORS
Doc. Section

SF
June 25, 1993

TO: SUPERVISOR CAROLE MIGDEN, CHAIR
FROM: KAY GULBENGAY, BUDGET COMMITTEE CLERK
SUBJECT: PENDING LIST - BUDGET COMMITTEE

DOCUMENTS DEPT.

JUN 28 1993

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PUBLIC LIBRARY

Note: Pursuant to Rule 3.24, items denoted with an asterisk have been inactive in Committee for five consecutive months; unless item is heard during the following month, it is deemed to be inactive and shall be filed by the Clerk who shall make an appropriate notation on the Legislative History record of such filing.

Please indicate to the Committee Clerk by 5:00 p.m. on FRIDAY, July 2, 1993 for items to be calendared for the WEDNESDAY, 7/7/93 Budget Committee meeting.

ORDINANCES:

1. File 97-92-63. [Cable Television Access Development and Programming Fund] Ordinance amending Administrative Code by amending Section 10.117-68, which establishes and governs the maintenance of the Cable Television Access Development and Programming Fund, by providing for the balance of all funds remaining in the fund at the close of each Fiscal Year to be carried forward and accumulated in said fund. (Clerk of the Board)

STATUS: [1/4/93] - REREFERRED TO FINANCE COMMITTEE; AWAITING COMMITTEE ACTION.

2. File 102-92-16. [Public Employment] Ordinance amending Annual Salary Ordinance, 1992-93, Municipal and Superior Courts, to provide a salary increase for court reporters effective September 1, 1992. (Civil Service Commission)

STATUS: [3/29/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

3. File 9-93-1. [Street Roadway Acceptance] Draft ordinance accepting for maintenance various alleyways in Chinatown, including intersections and curbs. (Supervisor Bierman)

STATUS: [2/8/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

4. File 60-93-4. [Special Election] Calling and providing for a Special Election to be held in the City and County of San Francisco on Tuesday, November 2, 1993, for the purpose of submitting to the voters of the City and County of San Francisco propositions to incur the following bonded debts of the City and County for the acquisition, construction or reconstruction by the City and County of San Francisco of the following municipal improvements, to wit; ninety-eight million, forty-five thousand dollars (\$98,045,000) for the acquisition, construction or reconstruction of cultural facilities, including construction and reconstruction of certain improvements to the Main Library for purpose of relocating the Asian Art Museum to such location, the acquisition, construction and reconstruction of certain improvements to the Steinhart Aquarium, the construction and reconstruction of certain improvements to five community cultural facilities (Mission Cultural Center, Bayview Opera House, Centers for African and African-American Art and Culture--Western Addition, South of Market Cultural Center and the Art Commission Gallery), the construction and reconstruction of certain improvements to the Palace of Fine Arts (Exploratorium), and acquisition and capital improvements for Gay/Lesbian Cultural Center; and sixty-eight million dollars (\$68,000,000) for the acquisition, construction or reconstruction of certain improvements to streets, sidewalks, street lighting and utilities, including street and sidewalk improvements, traffic safety improvements, street lighting improvements, and improvements for the undergrounding of certain utilities; and that the estimated cost of said municipal improvements is and will be too great to be paid out of the ordinary annual income and revenue of the City and County and will require expenditures greater than the amount allowed therefor by the annual tax levy; reciting the estimated cost of such municipal improvements; fixing the date of election and the manner of holding such election and the procedure for voting for or against the propositions; fixing the maximum rate of interest on said bonds and providing for the levy and collection of taxes to pay both principal and interest thereof; prescribing notice to be given of such election; consolidating the Special Election with the General Election; and providing that the election precincts, voting places and officers for election shall be the same as for such General Election. (Chief Administrative Officer)

STATUS: [6/28/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.
(Calendar 7/7/93 meeting.)

5. File 65-93-5. [Lease of Property] Ordinance authorizing second amendment to lease of Water Department Land in San Francisco and San Mateo Counties with the Olympic Club (17.35 acres) (Supervisor Alioto)

STATUS: [6/14/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

(Calendar 7/7/93 meeting.)

6. File 96-93-1.2. [Sale of Real Property] Draft resolution confirming sale of surplus City-owned property (Water Department property located near Lake Merced Boulevard and John Muir Drive) to The Olympic Club. (Supervisor Alioto)

STATUS: [6/14/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

(Calendar 7/7/93 meeting.)

7. File 97-93-14. [Revolving Fund Department of Social Services] Ordinance amending Administrative Code by amending Section 10-157, to increase the amount held in the Department of Social Services Revolving Fund from \$20,000 to \$40,000. (Department of Social Services)

STATUS: [3/22/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

(4/7/93 - Hearing held. Continued to the call of the chair.)

8. File 97-93-15. [Department of Social Services Membership] Ordinance amending Administrative Code by amending Section 16.6-11 to provide for Department of Social Services Membership in the Child Welfare League of America. (Department of Social Services)

STATUS: [3/22/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

(4/7/93 - Hearing held. Continued to the call of the chair.)

9. File 97-93-27. [Graffiti Reward Fund] Ordinance amending Administrative Code by adding Sections 10.179-1 and 10.179-2 establishing a financial reward for information leading to the arrest and conviction of any person who unlawfully applies graffiti to public or private property. (Supervisor Conroy)

STATUS: [5/10/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

10. File 97-93-35. [Cash Revolving Fund for Office of Citizen Complaints] Ordinance amending Administrative Code by adding Section 10.169-10, establishing a cash revolving fund for the Office of Citizen complaints in the amount of \$1,000. (Police Commission)

STATUS: [6/14/93] - REFERRED TO COMMITTEE; AWAITING
COMMITTEE ACTION.
(Calendar 7/7/93 meeting.)

11. File 123-93-3.1. [Fire District Procedure Code] Ordinance amending the San Francisco Public Works Code by enacting a new article 6.2 to authorize the Board of Supervisors to initiate proceedings to establish a Fire Protection Assessment District and to levy annual Fire Probation Assessments. (Supervisor Migden)

STATUS: [5/26/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE
ACTION.
6/14/93 - Rereferred to Committee.

RESOLUTIONS:

12. File 101-92-44 [Government Funding] Resolution urging the Mayor to support the supplemental appropriation requested by the Municipal Railway for the Clean Fleet program. (Supervisor Conroy)

STATUS: [3/1/93/] - INTRODUCED IN BOARD; AWAITING COMMITTEE
ACTION.

13. File 30-93-7. [Department of Public Health Financial Restructure] Resolution endorsing Department of Public Health financial restructuring. (Supervisors Alioto, Kaufman)

STATUS: [4/12/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE
ACTION.

14. File 93-93-1.1. [POA Agreement with the City] Resolution urging the Mayor to negotiate with the San Francisco Police Officers Association to seek changes in the current agreement with the Association and the City which would result in the members of the Association making concessions on salary for fiscal year 1993-1994 in exchange for additional retirement benefits in the future, thereby allowing the City to retain 85 uniformed positions in the Police Department that are currently proposed for elimination in the 1993-1994 fiscal year budget. (Supervisor Alioto)

STATUS: [6/7/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE
ACTION
(6/16/93 - Hearing held. Continued to 7/7/93 meeting.)

15. File 127-93-15. [Payroll Expense and Business Tax Increases] Ordinance amending Part III, Municipal Code, by amending Section 903.1 to increase the payroll expense tax from 1.5 percent to 1.7 percent for payroll expenses in excess of \$166,667 and by adding Section 1004.19 to impose an additional business tax on gross receipts exceeding specified amounts. (Supervisor Hallinan)

STATUS:[6/21/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

16. File 161-93-5.1. [Redevelopment Agency Budget and Bonds] Resolution approving the Budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94; approving and authorizing an amendment to the indebtedness limitation agreement between Redevelopment Agency and the City and County of San Francisco; and approving the issuance by the agency of bonds in an aggregate principal amount not to exceed \$30,000,000 for the purpose of financing redevelopment activities in Fiscal Year 1993-94. (Redevelopment Agency)

STATUS:[6/7/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

(6/23/93 - Hearing held. Continued to 6/30/93 Budget Review meeting.

17. File 184-93-1. [Chinatown Alleyways Improvement] Resolution approving financing capital improvement to various alleyways in Chinatown from the reserve for mitigation of environmental impact to Chinatown - Gas Tax Funds. (Supervisor Bierman)

STATUS:[2/8/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

18. File 218-93-2. [Graffiti] Resolution urging the Mayor to submit to the Board a consolidated graffiti eradication effort under one department (excluding MUNI) in the 1993-94 Budget. (Supervisor Conroy)

STATUS: [4/26/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
(5/19/93 - Continued to the call of the chair at request of sponsor.)

19. File 218-93-3. [Graffiti] Resolution urging the Mayor to submit a re-appropriation ordinance which would consolidate city departments' graffiti efforts (excluding MUNI) under one department. (Supervisor Conroy)

STATUS: [4/26/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
(5/19/93 - Continued to the call of the chair at request of sponsor.)

20. File 282-93-1. [Ballot Measure] Resolution submitting to the qualified electors of the City and County a proposition authorizing the lease financing of city-wide radio communication systems and related equipments for various City departments including the Police, Fire, Sheriff, Parking and Traffic and Public Health Departments. (Supervisor Migden)

STATUS: [6/1/43] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION

21. File 290-93-1. [Graffiti Prevention Tax] Motion ordering submission of an ordinance by the Board of Supervisors calling and providing for a special election to be held on November 2, 1993 to be consolidated with the General Election for the purpose of submitting to the voters an ordinance amending Article 15, Part III of the Municipal Code to impose a tax on the privilege of selling aerosol paint containers, containers of any other marking substance, felt tip markers with a surface of one-half inch or greater, or any other marking instrument within the City and County. (Supervisor Conroy)

STATUS: [6/7/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

HEARINGS:

22. File 100-92-8. Hearing to consider what City property might be sold or leased to help address the fiscal emergency. (Supervisor Migden)

STATUS: [9/28/92] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
(10/1/92 - Hearing held. Continued to the Call of the Chair.)

23. File 220-92-2. Hearing to consider the closure and cutbacks of City libraries. (Supervisor Alioto)

STATUS: [11/9/92] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

24. File 253-92-2. Hearing to consider the action plans of the Workers Compensation Task Force. (Supervisors Hsieh, Conroy, Shelley, Kennedy)

STATUS: [11/23/92]- INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
3/24/93 - Transferred from Government Efficiency & Labor Committee.
(Calendar 7/7/93 meeting.)

25. File 273-92-1. Hearing to consider the extent and the amount of the City's use of personal services contracts. (Supervisors Hsieh, Hallinan, Migden, Alioto, Conroy)

STATUS: [12/7/92] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
3/11/93 transferred to Joint Budget/Government Efficiency and Labor Committee
(3/24/93 - Hearing held. - Continued to call of the chair.)

26. File 274-93-2. [SFUSD -- Surplus Properties] Resolution urging the Mayor to urge the San Francisco School Board and the San Francisco Unified School District to sell surplus properties. (Supervisor Conroy)

STATUS: [5/24/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

27. File 27-93-5. Hearing to consider enacting an airport departure surcharge. (Supervisor Alioto)

STATUS: [4/12/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
(6/2/93 - Continued to 7/7/93 meeting.)

28. File 100-93-9. [Police Layoffs] Resolution urging the Mayor to rescind the proposed layoffs to the Police Department. (Supervisors Maher, Shelley)

STATUS: [6/14/93] - INTRODUCED IN BOARD ON ADOPTION WITHOUT
REFERENCE COMMITTEE CALENDAR; Referred to Budget Committee.

29. File 101-93-2. [Annual Appropriation Ordinance, 1993-94] Ordinance appropriating all estimated receipts and all estimated expenditures for the City and County of San Francisco for fiscal year ending June 30, 1994. (Mayor)

STATUS: [6/1/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

30. File 102-93-1. [Interim Annual Salary Ordinance] Ordinance enumerating positions in the annual budget and appropriation ordinance for the fiscal year ending June 30, 1994, continuing, creating or establishing these positions; enumerating and including therein all positions created by Charter or state law for which compensations are paid from City and County funds and appropriated in the annual appropriation ordinance; authorizing appointments or continuation of appointments thereto; specifying and fixing the compensations and work schedules thereof; and authorizing appointments to temporary positions and fixing compensations therefor. (Civil Service Commission)

STATUS: [6/1/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

31. File 101-93-3. Hearing to consider City Attorney's opinion relating to the power of the Board of Supervisors to place reserves on appropriations. (Supervisor Migden)

STATUS: [6/1/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
(6/9/93 - Hearing held. Continued to call of the chair.

32. File 121-93-4. Hearing to consider fees that generate revenue less than \$25,000 including outdoor seating fees and entertainment fees for poetry reading in coffee houses. (Supervisor Maher)

STATUS: [4/5/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

33. File 123-93-5. Hearing to consider the establishment of recurring street use occupancy fees. (Supervisor Migden)

STATUS:[6/14/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

(6/23/93 - Hearing held. Continued to call of the chair.)

34. File 165-93-5. [Management Audit] Motion directing the Budget Analyst to conduct a management audit of the Municipal Railway. (Supervisors Conroy, Alioto.)

STATUS:[4/19/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

(5/5/93 - Continued to call of the chair at the request of sponsor.)

35. File 165-93-5.1 [Supplemental Appropriation] Resolution urging the Mayor to urge the Public Utilities Commission to introduce a supplemental appropriation for the purposes of conducting an independent management audit of the Municipal Railway. (Supervisor Conroy)

STATUS:[4/19/93] - INTRODUCED IN BOARD TO BOARD WITHOUT COMMITTEE REFERENCE CALENDAR; REFERRED TO BUDGET COMMITTEE

(5/5/93 - Continued to call of the chair at the request of the sponsor.)

36. File 205-93-1. Hearing to consider the management and oversight of funds generated from the War Memorial Center for veterans programs and how to maximize local programs for veterans. (Supervisor Alioto)

STATUS:[2/8/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

37. File 207-93-3. Hearing to consider enacting a phone surcharge to fund the capital improvements necessary to upgrade the 911 system. (Supervisor Maher)

STATUS:[1/11/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

38. File 207-93-3.1. Hearing to consider creating a 911 standby service fee. (Supervisor Migden)

STATUS:[6/14/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

(6/23/93 - Hearing held. Continued to call of the chair.)

39. File 219-93-1. Hearing to consider how City departments can reduce waste, through use of waste task forces, increased audits and line-item reviews. (Supervisors Alioto, Migden)

STATUS:[3/8/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

40. File 281-93-1. Hearing to consider establishing a taxing authority consisting of representatives from the Board of Supervisors, Mayor, Chief Administrative Officer and the Controller in order to develop a proposed expenditure plan for funds accrued from extension of the 1/2 cent sales tax. (Supervisor Shelley)

STATUS:[6/2/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

41. File 284-93-1. Hearing to consider establishing a bonding fund for women and minority contractors pursuant to Chapter 12D of the Administrative Code. (Supervisor Maher)

STATUS:[2/16/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

42. File 127-93-6. Hearing to consider amending Part III, Article 7 of the San Francisco Municipal Code by adding Section 502.7 thereto to provide a credit for Transient Occupancy Taxes paid to the San Francisco Redevelopment Agency, providing that the credit only apply in connection with the construction and operation of certain children's facilities in Yerba Buena Center, and a Mexican Museum as well as capital improvements to the Moscone Convention Center, providing for Chief Administrative Officer approval of financing plans, authorizing Tax Collector to act as collection agent; amending Section 515 to provide for application of credits. (Supervisors Bierman, Leal)

STATUS:[5/24/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
(When calendared add Supervisor Leal as co-sponsor.)

43. File 286-93-1. Hearing to consider the feasibility of creating a Hospital Assessment District and the potential revenues such a district could raise. (Supervisor Alioto)

STATUS:[5/24/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

44. File 287-93-1. Hearing to consider the feasibility of imposing tobacco, alcohol, and/or gasoline taxes in San Francisco. (Supervisor Alioto)

STATUS:[5/24/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

RELEASE OF FUNDS:

45. File 101-90-84.7. [Release of Funds] Requesting release of reserved funds, Fire Department - 1986 Fire Protection System Improvement Bonds, in the amount of \$1,685,800, for the improvements and extensions to the Fire Department's Auxiliary Water Supply System (AWSS), (Contract #6684E, A. Ruiz Construction Company & Associates, Inc., contractor), AWSS extension will run along Ocean Avenue, San Fernando to Phelan. Fire Department)

STATUS:[6/14/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.
(Calendar 7/7/93 meeting.)

46. File 79-92-3.1. [Release of Funds] Requesting release of reserved funds, Mayor's Office of Community Development, in the amount of \$86,359, public service funding for the Mayor's Office of Children, Youth and Their Families. (Mayor's Office of Community Development)

STATUS:[1/4/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.
(2/10/93 - Continued to call of the chair.)

47. File 79-92-3.2. [Release of Funds] Requesting release of reserved funds, Mayor's Office of Community Development, in the amount of \$450,000, Lead Hazard Reduction Program, for Community Development Block Grant funded child care centers. (Mayor's Office of Community Development)

STATUS:[4/5/93] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.
(4/14/93 - Hearing held. Release \$50,000 recommended. (See File 79-92-3.3.) Remaining \$450,000 continued to call of the chair.)

Members, Board of Supervisors
Clerk of the Board
Deputy Clerks
City Attorney
Budget Analyst

SP
596.07

#2

6/26/93

CALENDAR... Action Taken

BUDGET COMMITTEE PUBLIC HEARING-PUBLIC TESTIMONY
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SATURDAY, JUNE 26, 1993 10:00 A.M. TO 2:00 P.M.

LEGISLATIVE CHAMBER

MEMBERS: SUPERVISORS MIGDEN, HSIEH, ALIOTO

CLERK: Kay Gulbengay

1. File 100-93-1. Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1993-94. (Mayor)

10:00 - 11:00 a.m.

GENERAL ADMINISTRATION AND FINANCE

- 70 Chief Administrative Officer
- 93 Convention Facilities Management
- 25 Mayor
- 23 Children's Fund
- 01 Board of Supervisors
- 03 City Attorney
- 08 Treasurer/Tax Collector
- 09 Controller
- 91 Purchaser
- 02 Assessor
- 78 Recorder
- 80 Registrar
- 29 City Planning
- 37 Permit Appeals
- 65 Rent Arbitration Board
- 71 Real Estate
- 30 Civil Service
- 33 Health Service System
- 44 Retirement System

DOCUMENTS DEPT.

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC PROTECTION

- 10 Superior Court
- 15 County Clerk
- 11 Municipal Court
- 12 Juvenile Court
- 63 Law Library
- 72 County Agriculture - Weights & Measures
- 74 Medical Examiner/Coroner
- 79 Public Administrator/Guardian
- 44 District Attorney
- 05 Public Defender
- 06 Sheriff
- 13 Adult Probation
- 21 Fire

11:00 – 12:00 p.m.

CULTURE AND RECREATION

- 07 County Education Office
- 60 Academy of Sciences
- 28 Art Commission
- 46 War Memorial
- 61 Fine Arts Museum
- 62 Asian Art Museum
- 41 Public Library
- 42 Recreation and Park

PUBLIC WORKS, TRANSPORTATION AND COMMERCE

- 90 Public Works
- 27 Airport
- 39 Port
- 36 Parking and Traffic
- 75 Electricity
- 40 Public Utilities Commission (PUC)
- 49 PUC Light, Heat and Power
- 32 Hetch Hetchy Project
- 47 Water
- 35 Municipal Railway
San Francisco Redevelopment Agency

12:00 p.m. – 2:00 p.m.

HUMAN WELFARE

- 26 Commission on Aging
- 34 Human Rights Commission
- 48 Commission on the Status of Women
- 45 Social Services

COMMUNITY HEALTH

- 83 Public Health Central Office
- 85 Laguna Honda Hospital
- 86 San Francisco General Hospital
- 87 Community Mental Health Services

GENERAL ADMINIS. ATION AND FINANCE

70 Chief Administrative Officer
93 Convention Facilities Management
25 Mayor
23 Children's Fund
01 Board of Supervisors
03 City Attorney
08 Treasurer/Tax Collector
09 Controller
91 Purchaser
02 Assessor
78 Recorder
80 Registrar
29 City Planning
37 Permit Appeals
65 Rent Arbitration Board
71 Real Estate
30 Civil Service
33 Health Service System
44 Retirement System

PULBIC PROTECITON

10 Superior Court
15 County Clerk
11 Municipal Court
12 Juvenile Court
63 Law Library
72 County Agriculture – Weights & Measures
74 Medical Examiner/Coroner
79 Public Administrator/Guardian
44 District Attorney
05 Public Defender
06 Sheriff
13 Adult Probation
31 Fire
38 Police

ACTION: Public hearing held.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 28, 1993

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: Updated Estimates of Underbudgeted Expenditures and Overstated Revenues in the Mayor's 1993-94 Recommended Budget

In accordance with your request, the table below updates our estimates of Underbudgeted Expenditures and Overstated Revenues in the Mayor's 1993-94 budget. No estimates have been included for the Department of Public Health.

Amount
(in millions)

Underbudgeted Expenditures

General Assistance Program	\$5.1*
General Fund Workers Compensation	3.6
Police Overtime	2.5
Police Uniformed Salaries	1.0
Light, Heat and Power	0.4
Zoo (To Fully Fund Expanded Partnership)	0.2
Sheriff (Contract with Alameda County and Privately Operated facilities)	<u>1.5**</u>
Subtotal - Underbudgeted Expenditures	14.3***

* The estimated underfunding increases to \$7.1 million if the estimated savings from the proposed changes which require legislation, including the Fingerprint Identification Program, are excluded.

** The Sheriff is estimating the additional costs related to the new jail facility and plans to provide the information directly to the Budget Committee.

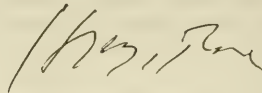
*** In addition to the above underbudgeted expenditures of \$14.3 million, the Fire Department advises that the Work Furlough Program included by the Mayor in the Fire Department's budget will result in a reduced level of service amounting to an estimated \$6.4 million. Likewise, the Municipal Railway advises that in order to maintain its present service level, an additional estimated \$5.3 million will be required.

Amount
(in millions)

Overstated Revenues

Municipal Court Fees	\$0.6
Family Support Revenues	0.2
Social Services Revenues	<u>0.8</u>
Subtotal - Overstated Revenues	1.6

Total Estimated Underbudgeted Expenditures and Overstated Revenues	<u><u>\$15.9</u></u>
--	----------------------



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

S90.07

#2

6/29/93

CALENDAR Action Taken

DOCUMENTS DEPT.

BUDGET REVIEW HEARINGS
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

AUG 27 1996

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TUESDAY, JUNE 29, 1993 - 1:00 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS MIGDEN, HSIEH, ALIOTO

1. File 100-93-1. Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1993-94. (Mayor)

GENERAL ADMINISTRATION AND FINANCE

70 Chief Administrative Officer
93 Convention Facilities Management
25 Mayor
23 Children's Fund Continued to 7/1/93
01 Board of Supervisors
03 City Attorney
08 Treasurer/Tax Collector
09 Controller
91 Purchaser
02 Assessor
78 Recorder Continued to 7/1/93
80 Registrar
29 City Planning
37 Permit Appeals
65 Rent Arbitration Board
71 Real Estate
30 Civil Service
33 Health Service System Continued to 7/1/93
44 Retirement System

PUBLIC PROTECITON

10	Superior Court
11	Municipal Court
12	Juvenile Court
63	Law Library
72	County Agriculture - Weights & Measures
74	Medical Examiner/Coroner
76	Animal Care and Control
79	Public Administrator/Guardian
44	District Attorney
05	Public Defender
06	Sheriff
13	Adult Probation
31	Fire
38	Police

ACTION: Budget review hearings held. Recessed to June 30, 1993.
(Following departments were continued to the July 1, 1993 meeting:
Children's Fund, Recorder, and Health Service System.)

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 28, 1993

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JUN 29 1993

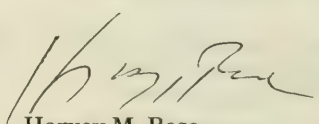
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PUBLIC LIBRARY

TO: Budget Committee

FROM: Budget Analyst *Recommendations*

SUBJECT: Summary of the Budget Analyst's Recommended Reductions to the Mayor's Recommended 1993-94 Budget.

Pursuant to your request, we have prepared the attached subject recommendations pertaining to the Departmental budgets to be considered at the Budget Committee's meeting of June 29, 1993. This attachment shows total recommended reductions by the Budget Analyst of \$5,042,031 of which \$3,407,613 is the estimated General Fund amount.


Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

Meeting of June 29, 1993

	Budget Analyst Recommended Reductions	General Fund Amount
<u>General Administration and Finance</u>		
70 Chief Administrative Officer	\$4892	\$0
93 Convention Facilities Management	624,166	0
25 Mayor	200,079	49,045
23 Children's Fund	0	0
1 Board of Supervisors	45,507	45,507
3 City Attorney	1,108	1,108
8 Treasurer - Tax Collector	65,263	65,263
9 Controller	50,223	36,347
91 Purchaser	125,043	0
2 Assessor	30,012	30,012
78 Recorder	11,101	11,101
80 Registrar	10,272	10,272
29 City Planning	90,782	90,782
37 Permit Appeals	0	0
65 Rent Arbitration Board	67,077	0
71 Real Estate	6,058	0
30 Civil Service	31,250	30,410
33 Health Service System	0	0
44 Retirement System	15,891	15,891
<u>Public Protection</u>		
10 Superior Court	997,161	997,161
11 Municipal Court	1,219,060	1,219,060
12 Juvenile Probation	179,607	179,607
63 Law Library	0	0
72 County Agricul. - Wgths & Measures	3,172	3,172
74 Medical Examiner/Coroner	48,366	366
76 Animal Care and Control	16,792	16,792
79 Public Administrator/Guardian	928	928
4 District Attorney	579,547	57,824
5 Public Defender	32,548	32,548
6 Sheriff	26,160	26,160
13 Adult Probation	192,685	192,685
31 Fire	285,781	214,072
38 Police	81,500	81,500
Total	\$5,042,031	\$3,407,613

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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JUN 29 1993

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June 25, 1993

TO: Budget Committee

FROM: Budget Analyst *Recommendations.*

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 1993-94 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the Budget Committee budget review.

Budget Committee Public Hearing, June 29, 1993 1:00 p.m.

General Administration and Finance

Page

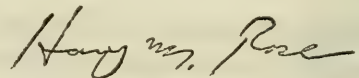
70	Chief Administrative Officer.....	1
93	Convention Facilities Management.....	5
25	Mayor.....	9
23	Children's Fund.....	16a
01	Board of Supervisors	17
03	City Attorney.....	21
08	Treasurer - Tax Collector.....	26
09	Controller.....	32
91	Purchaser.....	41
02	Assessor.....	49
78	Recorder.....	52
80	Registrar	57
29	City Planning.....	61
37	Permit Appeals	68
65	Rent Arbitration Board.....	71
71	Real Estate.....	76

Memo to Budget Committee
June 25, 1993

30	Civil Service	80
33	Health Service System	85
44	Retirement System.....	88

Public Protection

10	Superior Court	96
11	Municipal Court.....	105
12	Juvenile Probation	116
63	Law Library	126
72	County Agriculture - Weights & Measures	128
74	Medical Examiner/Coroner	131
76	Animal Care and Control	135
79	Public Administrator/Guardian.....	140
04	District Attorney	144
05	Public Defender	154
06	Sheriff	157
13	Adult Probation	162
31	Fire	168
38	Police	181



Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Controller
Mayor

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 70 Chief Administrative Officer			Budget Detail: Budget Summary:	Page 1949
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	778,387	620,449	(157,938)	-20.3
Other Departmental Revenue	72,052,573	80,704,684	8,652,111	12.0
Subtotal, Mayor's Budget	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$72,830,960	\$81,325,133	\$8,494,173	11.7 %
Mayor's Listed Positions:				
Permanent	11.0	10.0	-1.0	-9.1 %
Temporary			0.0	n/a
Work Order	9.0	10.0	1.0	11.1
Subtotal, Mayor's Budget	20.0	20.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	1.21	1.21	0.00	0.00 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.22)	(0.84)	(0.62)	281.82
Other Adjustments		(0.86)	(0.86)	n/a
Total FTE	20.99	19.51	(1.48)	(7.05) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **70 - Chief Administrative Officer**

Financial Data:

The Chief Administrative Officer's (CAO) proposed \$81,325,133 budget for 1993-94 is \$8,494,173 or 11.7 percent more than the original 1992-93 budget of \$72,830,960. The net increase from the revised 1992-93 budget to the Standardized budget is \$6,064,443 or 8.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>Neighborhood Art Program</u>				
CAO General Fund	\$778,387	\$688,773	\$ 620,449	\$ 620,449
Risk Management/Waterfront Transp/ Bond Coordination/Yerba Buena	6,828,787	7,082,639	7,188,344	7,188,344
Publicity and Advertising	9,445,734	11,599,811	10,484,166	10,484,166
Neighborhood Beautification	396,705	759,273	473,052	473,052
Debt Service	<u>62,210,134</u>	<u>62,210,134</u>	<u>69,747,466</u>	<u>69,747,466</u>
Subtotal CAO Programs	\$79,659,747	\$82,340,630	\$88,513,477	\$88,513,477
Risk Management/Waterfront Transportation/Bond Coordination W/O Recovery				
	(6,828,787)	(7,079,940)	(7,188,344)	(7,188,344)
Total CAO	<u>\$72,830,960</u>	<u>\$75,260,690</u>	<u>\$81,325,133</u>	<u>\$81,325,133</u>

Department Revenue

The Neighborhood Beautification Fund, which is funded through payroll taxes, is estimated to increase from \$396,705 in 1992-93 to \$473,052 in 1993-94.

Department Expenditure:

The CAO reduced General Fund expenditures by \$157,938 including the elimination of one General Fund position.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **70 - Chief Administrative Officer**

Comments:

1. The CAO's 1993-94 budget includes an allocation of \$69,747,466 for the City's bond debt service, an increase of \$7,537,332 over the 1992-93 budget level of \$62,210,134. The increase is due to debt service on the issuance of additional General Obligation Bonds. The increase for bonded indebtedness of \$7,537,332 represents 89 percent of the total budget increase of \$8,494,173.

2. The CAO's 1993-94 budget includes \$10,484,166 for the City's Publicity and Advertising program, which is \$1,038,432 more than the \$9,445,734 approved in the original budget approved by the Board of Supervisors in 1992-93. The \$10,484,166 amount includes funding for Publicity and Advertising Fund expenditures of \$9,719,466. The remaining \$764,700 increase is a budget for the New Cultural Endowment Equity Fund. The Art Commission reports that the Cultural Endowment Fund Task Force has developed preliminary guidelines for administering the fund, including a recommendation that the Art Commission administer the Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

70 Chief Administrative Officer

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Risk Management (420380)</u>								
1955	100	Professional Services				\$123,594	\$118,702	\$4,892
		The CAO included an increase of \$4,892 or 4.5% for the contract of the City's Risk Manager as an estimate of the increase to be granted to Permanent-Miscellaneous employees. Delete the proposed increase since miscellaneous employees were not granted a salary increase.						
		<hr/>						
		Total Recommended Reductions						\$4,892

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 93 Convention Facilities Management

Budget Detail:
Budget Summary:

Page
1615

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	\$7,555,410	\$7,729,038	173,628	2.3
Other Departmental Revenue	36,621,486	38,033,850	1,412,364	3.9
Subtotal, Mayor's Budget	<u>\$44,176,896</u>	<u>\$45,762,888</u>	<u>\$1,585,992</u>	<u>3.6 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			<u>0</u>	<u>n/a</u>
Total Revenues	\$44,176,896	\$45,762,888	\$1,585,992	3.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$44,176,896	\$45,762,888	\$1,585,992	3.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			<u>0</u>	<u>n/a</u>
Total Expenditures	\$44,176,896	\$45,762,888	\$1,585,992	3.6 %
Mayor's Listed Positions:				
Permanent	3.0	3.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>3.0</u>	<u>3.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	0.00	0.00	0.00	n/a
Other Adjustments			<u>0.00</u>	<u>n/a</u>
Total FTE	3.00	3.00	0.00	0.00 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **93 Convention Facilities Management**

Financial Data:

The Convention Facilities Management proposed \$45,762,888 budget for 1993-94 is \$1,585,992 or 3.6 percent more than the original 1992-93 budget of \$44,176,896. The net increase from the revised 1992-93 budget to the Standardized budget is \$1,215,334 or 2.7 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Property Rental (Moscone Center Debt Service)	\$24,153,878	\$24,153,878	\$24,306,181	\$24,306,181
Contract with Spectacor Management Group	9,521,687	9,521,687	10,145,853	10,145,853
San Francisco Convention and Visitors Bureau	5,556,240	5,556,240	5,717,333	5,717,333
Utilities	2,476,320	2,476,320	2,902,550	2,902,550
Insurance	2,120,000	2,120,000	2,120,000	2,120,000
Other Costs	<u>348,771</u>	<u>719,429</u>	<u>570,971</u>	<u>570,971</u>
Total	\$44,176,896	\$44,547,554	\$45,762,888	\$45,762,888

Department Revenues:

Although the Department has not increased fees, revenues have increased by \$1,049,071 or 13.9 percent because of the increased use of convention facilities. Other departmental revenues increased by an additional \$363,293.

Department Expenditures

1. The \$570,971 of Other Costs above includes funding for salaries and mandatory fringe benefits totalling \$215,955, a space needs assessment is included in the amount of \$100,000 and City-wide overhead of \$186,300.

2. The same three full time positions would be funded as in the prior year. The Convention Facilities Management Department has no overtime appropriation in its 1992-93 budget, and the Department reports that no overtime has been incurred. There is no overtime appropriation in the 1993-94 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **93 Convention Facilities Management**

Comments

1. The space needs assessment will be competitively bid and awarded with Civil Service Commission and Human Rights Commission approval.

2. The total budget increase of \$1,585,992 includes an increase in Light, Heat and Power costs of \$426,230, an increase in the Convention and Visitors Bureau contract of \$161,193 to the actual amount of their Hotel Tax Allocation for 1992-93, and an increase in the Property Rental (Debt Service Costs) on Moscone Center of \$152,303. The other major increases are \$624,166 or 6.6 percent in the Spectacor Management Group (Proposition J) contract which is due to anticipated increases in maintenance expenditures as recently purchased equipment items are no longer under warranty.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

93 Convention Facilities Management

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Convention Facilities Fund (421131)</u>								
100		Professional Services				\$16,003,186	\$15,379,020*	<u>\$624,166</u>
		Reduce the budget request to eliminate the 6.6% proposed increase in the Spectacor Management Group contract.						
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$100,000 for the proposed space needs assessment.						
		Total Recommended Reduction						\$624,166
		Total Recommended Reserves						\$100,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 25 Mayor's Office **Budget Detail:** 1758
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$63,000	\$63,000	\$0	0.0
General Fund Unallocated	4,577,158	4,319,032	(258,126)	-5.6
Other Departmental Revenue	645,417	400,000	(245,417)	-38.0
Realignment Revenues	871,517	857,969	(13,548)	-1.6
Subtotal, Mayor's Budget	\$6,157,092	\$5,640,001	(\$503,543)	-8.2 %

Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		14,714,765	14,714,765	n/a
Total Revenues	\$6,157,092	\$20,354,766	\$14,211,222	230.8 %

Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,157,092	\$5,640,001	(\$517,091)	-8.4 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures		14,714,765	14,714,765	n/a
Total Expenditures	\$6,157,092	\$20,354,766	\$14,197,674	230.6 %

Mayor's Listed Positions:				
Permanent	110.0	84.0	-26.0	-23.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	110.0	84.0	-26.0	-23.6 %

Adjustments (FTE):				
Overtime/Temporary		0.12	0.12	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(4.25)	(2.65)	1.60	(37.65)
Other Adjustments				n/a
Total FTE	105.75	81.47	(24.28)	(22.96) %

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **25 - Mayor's Office**

Financial Data:

The Mayor's proposed \$5,640,001 budget for 1993-94 is \$517,091 or 8.4 percent less than the original 1992-93 budget of \$6,157,092. The net decrease from the revised 1992-93 budget to the Standardized budget is \$646,206 or 3.1 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Business & Economic Development				
Operation Contact	\$378,963	\$90,000	0	0
Perf Art Master Account	0	557,858	0	0
Miscellaneous Program Project	0	7,150	0	0
MOCD (Muni)	0	161,406	0	0
MOBED - Economic Development	0	3,234,280	0	0
MOBED - Film Production	0	134,612	0	0
MOBED - Revolving Loan Funds	245,417	6,877,227	0	0
Workers Compensation	24,256	24,256	24,256	24,256
Yerba Buena Center Fund Project	400,000	1,459,860	400,000	400,000
OHCD Administration	0	3,171,851	0	0
Public Safety Special Project	0	257,959	343,963	343,963
AB 90 Realignment	0	(6,645)	839,997	839,997
City Administration	4,246,884	4,133,979	1,761,535	1,761,535
Mayor's Special & Protocol Fund	0	35,002	35,000	35,000
Housing & Urban Development Grant	0	0	13,426,375	13,426,375
Day Laborers Program	0	0	75,489	75,489
Business/Community Services	0	0	611,085	611,085
Public Safety Grant	0	0	1,288,390	1,288,390
Emergency Services	0	0	369,732	369,732
Employee Relations	0	0	318,590	318,590
Children's Baseline	<u>861,572</u>	<u>862,177</u>	<u>860,354</u>	<u>860,354</u>
Total	\$6,157,092	\$21,000,972	\$20,354,766	\$20,354,766

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Department Revenues

For the first time, the Mayor's budget instructions required departments to include recurring grants in the budget. Accordingly, the Mayor's Office has included 58 grant-funded positions with six month salaries totaling \$1,458,760 (grants are on a calendar or other year basis). These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

Position Counts

While the Mayor's Office budget identifies only 84 permanent authorized positions, a detailed analysis of this budget by the Budget Analyst, including an analysis of the grant-funded positions, discloses that when the grant funded positions are counted, the actual 1993-94 position count is 113 and not 84 as follows:

<u>Division</u>	<u>No. of Positions</u>	
General Fund		
City Administration		
Administration	13	
Press Office	3	
Homeless Program	2	
Budget and Finance	<u>8</u>	
Subtotal		26
Office of Business & Community Services		10
Film Office		1
Criminal Justice Council AB 90 Realignment		4
Office of Emergency Services		4
Employee Relations Division		4
Children's Baseline		<u>1</u>
Total General Fund Positions		50
Grant Funded Programs		
Community Development Block Grant (CDBG)		
Mayor's Office of Community Development	34	
Mayor's Office of Housing	16	
Enterprise Zone Program	3	
Small Business Loan Program	<u>1</u>	
Subtotal		54
Public Safety Grant		<u>4</u>
Total Grant Funded Positions		58

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Work Order Funds

Airport

5

Total Mayor's Office Budgeted Positions

113

However, the Mayor's Office provided the Budget Analyst with a list of the positions working for the Mayor which totals 119 positions, or six positions in addition to the 113 positions which the Budget Analyst identified in the Mayor's 1993-94 budget. These six positions, which are not listed in the Mayor's budget are as follow:

Gang Prevention Program (Grant Funds)	4
Homeless Program (DSS Funds)	1
Film Office (Annual Special Fund)	<u>1</u>
Total	6

This results in a total of 119 positions (113 plus 6). However, the Mayor is transferring five positions to the Redevelopment Agency, resulting in a net count of 114 positions (119 less 5) for Fiscal Year 1993-94 or 4 positions more than the Mayor's 110 permanent authorized positions in 1992-93. Therefore, the Mayor's budget which shows that the position count was going down by 26 positions (110 in 1992-93 to 84 in 1993-94) is incorrect. In fact the number of positions has increased by 4.

Department Expenditures

As reflected in the Summary of Budgeted Activities above, the Mayor proposes to reorganize their budget for FY 1993-94 to include the Housing and Urban Development grant funds and positions and separating the City Administration functions into various separate divisions, such as the Day Laborer's Program, Business/Community Services, Public Safety, Emergency Services and Employee Relations. The remaining City Administration portion of the budget includes the press, budget, Mayor's direct administration and the homeless services staff. The reconfigured Business/Community Services Division includes the previous citizen assistance, economic development and the film production staff.

The five positions which were transferred from the Mayor's Office to the Redevelopment Agency are fully funded from grant funds (2 positions) and Airport work order funds (3 positions) as follows:

Senior Deputy Executive Director, Economic Development	(1)	\$96,694
Director of Business Development	(1)	63,024
Director of Property Formulation	(1)	53,766
Enterprise Zone Coordinator	(1)	63,024
Director of Loan Programs	<u>(1)</u>	<u>70,183</u>
Total	(5)	\$346,691

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Because the five positions are being transferred to the San Francisco Redevelopment Agency, the five positions should be deleted from the Mayor's 1993-94 budget count. One 1654 Loan Program Accountant was deleted from the Mayor's budget.

The Mayor's FY 1993-94 proposed budget is not anticipated to result in any layoffs. According to Ms. Theresa Lee, there are currently two vacant positions in the Mayor's budget, Class 1367, Mayor's Confidential Secretary and Class 1871 Assistant Systems Programmer.

Within the Business/Community Services Division, a 9792 Assistant to the Mayor III is being upgraded to a 1374, Special Assistant to the Mayor, to head up the Business/Community Services Division, resulting in an annual salary increase of \$4,828 (from \$70,183 to \$75,011). There are also numerous position downgrades, substitutions, upgrades and changes in other sections of the Mayor's budget. Many of these changes are a result of a Civil Service reclassification of all Mayor's Assistants to Special Assistants, resulting in some salary increases and some salary decreases.

The Mayor's Office is also proposing that the Day Laborer's Program be transferred from the Public Administrator/Guardian's budget to the Mayor's Office. The Mayor's proposed budget for FY 1993-94 includes \$6,871 for salary and fringe benefit costs and \$68,618 for other Non-Personal services, for a total of \$75,489 for the Day Laborers' Program. The cost of this Program in FY 1992-93 in the Public Administrator/Guardian's budget was \$92,945. The Mayor's Office is proposing to use Temporary Salaries to retain the two existing program staff for one month, and then subsequently to contract out these services for the remaining 11 months.

The Mayor's budget also includes funding of \$100,000 for a Federal Lobbyist. These funds are being work ordered to the Mayor's budget from the Airport (\$50,000), Hetch Hetchy (\$25,000) and the Clean Water Project (\$25,000). The contract with the new Federal Lobbyist includes \$75,000 for salary and specifies that the City will pay for expenses, which are estimated at approximately \$25,000. The Federal Lobbyist contract, in the amount of \$80,000, was deleted from the FY 1992-93 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

25 Mayor

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Mayor's Airport Work Order (323139)								
1772	001	Permanent Salaries - Misc.				\$341,675	\$341,675	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1815	001	Special Assistant XV	1374	1	0	75,011	75,011	0
1815	001	Special Assistant XVII	1376	1	0	82,711	82,711	0
1815	001	Mayor's Program Manager	1849	1	0	62,562	62,562	0
		Positions have been transferred from and budgeted with the San Francisco Redevelopment Agency.						

Office of the Mayor (325043)

1781	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,332,000	1,282,955	*
1817	001	Salary Savings Achieve the same 8.6 percent of salary savings for 1993-94 as budgeted for the current year. Our recommendation, including the Special 2.43 percent Salary Savings, would require salary savings in 1993-94 of \$159,545 or \$50,415 less than the \$209,960 in salary savings required for 1992-93.	9993	0	0	(75,447)	(124,492)	\$49,045

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

25 Mayor

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Community Development Program (324921)</u>								
1794	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,348,513	\$1,294,572	*
1818	001	Special Assistant XII	1371	1	0	31,633	31,633	0
1818	001	Special Assistant XIII Positions have been transferred from Mayor's Economic Development Program and budgeted with the San Francisco Redevelopment Agency.	1372	1	0	35,718	35,718	0
1818	001	Salary Savings The Mayor's Office of Community Development has already agreed to a four percent Salary Savings which was deleted from this budget by error.	9993	0	0	0	(53,941)	\$53,941
1794	060	Mandatory Fringe Benefits Retirement benefits have been overbudgeted. Only former Model Cities employees hired by the Community Development Program are eligible for City retirement.				293,153	196,060	97,093

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

25 Mayor

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1796	100	Professional Services * Reserve \$68,818 until contract details including MBE/WBE information are completed for the management of the Day Laborers Program.				\$68,618	\$68,618	*
								<hr/>
Total Recommended Reductions								\$200,079
Total Recommended Reserves								\$68,818

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

				Page
Department/Division: 23 Children's Fund				Budget Detail: Departments.
				Budget Summary:
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	5,353,894	12,417,487	7,063,593	131.9
Subtotal, Mayor's Budget	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$5,353,894	\$12,417,487	\$7,063,593	131.9 %
Mayor's Listed Positions:				
Permanent	28.0 *	34.0 *	6.0	21.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	28.0	34.0	6.0	21.4 %
Adjustments (FTE):				
Overtime/Temporary	6.47	6.13	(0.34)	(5.26) %
Supplemental Appropriations			0.00	n/a
Salary Savings	0.00	0.00	0.00	n/a
Other Adjustments			0.00	n/a
Total FTE	34.47	40.13	5.66	16.42 %

*Includes 23 positions funded in other City departments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **23 Children's Fund**

Financial Data:

The Children's Fund's proposed \$12,417,487 budget for 1993-94 is \$7,063,593 or 131.9 percent more than the original 1992-93 budget of \$5,353,894. The net increase from the revised 1992-93 budget to the Standardized budget is \$6,984,251 or 128.5 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Children's Fund	\$5,353,894	\$5,433,236	\$12,417,487	\$12,417,487

Comments:

Proposition J, commonly known as the "Children's Amendment", that was approved by the electorate in November, 1991 amended Section 6.415 of the Charter to require the establishment of the San Francisco Children's Fund. The San Francisco Children's Fund augments the level of expenditures for services and programs for children. The Children's Amendment requires that the City maintain a level of expenditure for children's services which is equal to or greater than the level of expenditure in fiscal year 1990-91 or 1991-92, whichever is greater, and sets aside a certain percentage of property tax revenues to fund additional services above and beyond the level of services funded prior to adoption of the Children's Amendment.

In 1992, the Controller certified that the City's appropriations for children's services prior to adoption of the Children's Amendment totaled approximately \$50 million. This baseline amount of approximately \$50 million, represents the required minimum expenditure by the City for children's services in each of the ten fiscal years during which Proposition J applies. Each succeeding year, the baseline amount is to be adjusted annually by the percentage change in aggregate City appropriations since the base year. Children's Services comprising the baseline are included in the various City departments' budgets.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **23 Children's Fund**

The Children's Amendment requires that for the first four fiscal years in which monies are set aside, the City must allocate at least 25 percent of the Children's Fund to each of three areas of "eligible services": 1) childcare, 2) health and social services, and 3) job readiness, training, and placement. The balance of not more than 25 percent of the Fund may be used only for libraries, recreation, delinquency prevention, and education programs for children. Beginning with the fifth fiscal year (1996-97), the Board of Supervisors may modify or eliminate these minimum funding requirements. The Children's Amendment does not specify how administrative costs of these programs are to be paid.

The Children's Amendment also requires that the Mayor submit to the Board of Supervisors, by December of each year, a "Children's Services Plan" for the next fiscal year to specify the goals and objectives to be achieved through expenditures from the Children's Fund, to outline proposals for expenditures from the Children's Fund and to recommend City departments to administer the funded programs.

Pursuant to the Children's Amendment, this department also known as the Mayor's Office of Children, Youth and their Families (MOCYF) was created to administer the property tax monies set aside for children's services. Fiscal Year 1992-93 is the first year for operations of the Children's Fund. Actual full operations began in mid-fiscal year whereas the Children's Fund will be operational for the full fiscal year 1993-94.

The 1992-93 staff of the MOCYF includes five positions for the basic MOCYF administration and 23 positions for baseline activities of the Public Library (seven positions), the Recreation and Park Department (five positions) and the Department of Public Health (eleven positions). A supplemental appropriation ordinance added five more staff positions to the MOCYF administration. The Mayor's proposed budget for 1993-94 reflects the reclassification of one full-time Temporary position to a regular Permanent position. This new Permanent position plus the five positions added by supplemental appropriation account for the net increase of six positions. The other major change in the 1993-94 budget is full year funding for children's services provided by contract with local community based organizations and other local governmental agencies.

MOCYF indicates that any excess of property tax revenues actually received for the Children's Fund above the proposed budget will be held as an unappropriated reserve for contingencies.

In 1992-93, school crossing guards are included in the Police Department budget and for 1993-94 they are included in the Department of Parking and Traffic budget. The Budget Committee is requesting that the school crossing guards be funded by the Children's Fund rather than using General Fund monies.

Recommendations

None.



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 01 Board of Supervisors	Budget Detail: Budget Summary:			Page 1622
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$250	\$250	\$0	0.0
General Fund Unallocated	5,160,205	5,192,053	31,848	0.6
Other Departmental Revenue	74,804	120,000	45,196	60.4
Subtotal, Mayor's Budget	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$5,235,259	\$5,312,303	\$77,044	1.5 %
Mayor's Listed Positions:				
Permanent	59.0	59.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	59.0	59.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.88	1.07	0.19	21.59 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.84)	(1.32)	(0.48)	57.14
Other Adjustments			0.00	n/a
Total FTE	59.04	58.75	(0.29)	(0.49) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **01 - Board of Supervisors**

Financial Data:

The Board of Supervisors' proposed \$5,312,303 budget for 1993-94 is \$77,044 or 1.5 percent more than the original 1992-93 budget of \$5,235,259. The net increase from the revised 1992-93 budget to the Standardized budget is \$73,464 or 1.4 percent.

Summary of Budgeted Activities:

Activity	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Board of Supervisors	\$5,038,754	\$5,006,123	\$5,070,456	\$5,070,456
Citizens Telecommunications Policy Committee	74,804	109,804	120,000	120,000
Children's Baseline	<u>121,701</u>	<u>122,912</u>	<u>121,847</u>	<u>121,847</u>
Total	\$5,235,259	\$5,238,839	\$5,312,303	\$5,312,303

Department Revenue

Budget revenue from cable television franchise fees are increased by \$45,196 or from \$74,804 in FY 1992-93 to \$120,000 in FY 1993-94. The budgeted increase is due to including funding for interdepartmental productions (\$40,000) which was not included in the original FY 1992-93 Budget, and increased revenues for the educational access cable channel of City College (\$5,196).

Department Expenditures

The budgeted number of positions remains unchanged at 59, including the three members of the Assessment Appeals Board and the two employees of the Delinquency Prevention Commission. There are no budgeted salary increases. However, Labor Costs increases by \$13,974, or from \$2,819,946 to \$2,833,920, due primarily to the net effect of an increase in Fees and Other Compensation (\$4,500) and Mandatory Fringe Benefits (\$29,751) and a decrease in Permanent Salaries of \$20,277 (due to an increase in salary savings). The increase in Mandatory Fringe Benefits is due to funding for dental care.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **01 - Board of Supervisors**

Department Expenditures (continued)

In the Board of Supervisors operating budget, Non-Personal Services are increasing by \$19,506, primarily due to the following changes:

Increased cost for audit of the Controller's Office	\$8,500
Increases in Membership Dues	16,025
Miscellaneous decreases	<u>(5,019)</u>
Total	\$19,506

The \$16,025 budgeted increase for Membership Dues results from increases to CSAC* (\$13,464), NACO* (\$1,899), and NLC* (\$662). However the Budget Analyst has recommended against these increases because of the City's financial condition and recommends that the City pay the same dues in 1993-94 to these membership organizations that the City paid in 1992-93. The budget for equipment is increasing by \$8,541 due to funds budgeted for a copy machine for the Assessment Appeals Board. The services of Other Departments budget is decreasing by \$9,080 due primarily to a \$7,280 reduction in the amount budgeted for building repair.

The Services of Other Departments budget in the Citizen's Telecommunications Policy Committee Division is increasing from the original FY 1992-93 budget due to a newly budgeted item, budgeted at \$40,000, that provides for the operation of the municipal access channel and interdepartmental productions, in accordance with the Municipal Cable MOU. However, since a supplemental request was approved for this Division in FY 1992-93 for \$35,000, there is only a \$5,000 increase in this request when comparing the 1993-94 recommended budget to the FY 1992-93 revised budget.

Comments

The Board of Supervisors' budget for Fiscal Year 1993-94 should be reduced by \$92,304 for the costs of official advertising because of the low bid on the official advertising contract costs.

No cost of living increase has been included in the Board of Supervisors Fiscal Year 1993-94 budget for the contract for Budget Analyst services. Since Miscellaneous employees are not receiving a salary standardization increase for Fiscal Year 1993-94, the Budget Analyst contract will not receive a cost of living increase.

* California State Association of Counties (CSAC); National Association of Counties (NACO); National League of Cities (NLC).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

01 - Board of Supervisors

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
General Fund (300012)								
1624	010	Overtime				\$27,976	\$20,000	\$7,976
		Reduce to actual 1992-93 expenditure level.						
1624	018	Premium Pay				6,889	3,500	3,389
		Reduce to actual 1992-93 expenditure level.						
1624	144	Membership Dues				139,738	123,713	16,025
		To reduce to FY 1992-93 budgeted amount.						
1624	190	Other Non-Personal services				434,975	434,975*	0
		The budget for official advertising is \$263,726. Reserve \$69,228 of the \$263,726 amount, pending a report back to the Budget Committee as to the cost details of the finalization of the contract awards for the City's official advertising. The amount of the recommended reserve represents 75% of the potential savings, depending on the amount of the low bids which are accepted by the City.						
1625	350	Reproduction				80,566	62,449	<u>18,117</u>
		To reduce to FY 1992-93 budgeted amount, which is also the Department's current use rate.						
Total Recommended Reductions								\$45,507
Total Recommended Reserves								\$69,228

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 03 City Attorney				Budget Detail: Budget Summary:	Page 1659
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change	
Mayor's Revenue Amounts:					
General Fund Dept. Revenue			\$0	n/a	
General Fund Unallocated	7,485,427	4,780,825	(2,704,602)	-36.1	
Other Departmental Revenue			0	n/a	
Subtotal, Mayor's Budget	<u>\$7,485,427</u>	<u>\$4,780,825</u>	<u>(\$2,704,602)</u>	<u>-36.1 %</u>	
Adjustments:					
Supplemental Appropriations			\$0	n/a %	
Recoveries			0	n/a	
Other Revenues			0	n/a	
Total Revenues	<u>\$7,485,427</u>	<u>\$4,780,825</u>	<u>(\$2,704,602)</u>	<u>-36.1 %</u>	
Expenditure Amounts:					
Mayor's Budgeted Expenditures	\$6,407,104	\$4,780,825	(\$1,626,279)	-25.4 %	
Supplemental Appropriations	1,078,323		(1,078,323)	-100.0	
Recoveries			0	n/a	
Other Expenditures			0	n/a	
Total Expenditures	<u>\$7,485,427</u>	<u>\$4,780,825</u>	<u>(\$2,704,602)</u>	<u>-36.1 %</u>	
Mayor's Listed Positions:					
Permanent	178.0	178.0	0.0	0.0 %	
Temporary			0.0	n/a	
Work Order			0.0	n/a	
Subtotal, Mayor's Budget	<u>178.0</u>	<u>178.0</u>	<u>0.0</u>	<u>0.0 %</u>	
Adjustments (FTE):					
Overtime/Temporary	2.41	2.44	0.03	1.24 %	
Supplemental Appropriations			0.00	n/a	
Salary Savings	(13.67)	(21.39)	(7.72)	56.47	
Other Adjustments	<u>(8.76)</u>	<u>(20.53)</u>	<u>(11.77)</u>	<u>134.36</u>	
Total FTE	<u>157.98</u>	<u>138.52</u>	<u>(19.46)</u>	<u>(12.32) %</u>	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **03 City Attorney**

Financial Data:

The City Attorney's proposed \$4,780,825 budget for 1993-94 is \$2,704,602 or 36.1 percent less than the original 1992-93 budget of \$7,485,427. The net decrease from the revised 1992-93 budget to the Standardized budget is \$2,818,134 or 37.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Legal Services	\$15,248,921	\$15,362,453	\$13,559,630	\$13,559,630
Workers Compensation	58,188	58,188	58,188	58,188
Recoveries	<u>(7,821,682)</u>	<u>(7,821,682)</u>	<u>(8,836,993)</u>	<u>(8,836,993)</u>
Total	\$7,485,427	\$7,598,959	\$4,780,825	\$4,780,825

Comments:

1. Salary savings are budgeted at \$2,833,959 or 23.9 percent of permanent salaries in 1993-94. In the revised budget for 1992-93, salary savings were budgeted at \$1,537,074 or 12.9 percent of total 1992-93 permanent salaries.

The increase in salary savings from \$1,537,074 in 1992-93 to \$2,833,959 is \$1,296,885 or 84.4 percent.

The number and budgeted salary amounts for permanent positions is unchanged from 1992-93 at \$11,870,156 for 178 positions.

2. Budgeted work order recoveries from other City departments have increased from \$7,821,682 in 1992-93 to \$8,836,993 in 1993-94, representing an increase of \$1,015,311 or 13 percent. According to the City Attorney's office, these recoveries represent payments for services provided to enterprise departments.

3. Services to General Fund departments are provided from the City Attorney's General Fund allocation, which is budgeted at \$4,780,825 in 1993-94. This proposed General Fund allocation of \$4,780,825 represents a decrease of \$2,704,602 or 36.1 percent from the General Fund allocation of \$7,485,427 in the original 1992-93 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **03 City Attorney**

Comments: (continued)

Of the \$2,704,602 proposed reduction in the City Attorney's General Fund allocation from 1992-93 to 1993-94, \$1,689,291 represents net expenditure reductions (including the \$1,296,885 increase in salary savings over 1992-93), while \$1,015,311 represents the budgeted increase in recoveries received from enterprise departments.

4. Except for labor costs (including salary savings), most categories of expenditure are unchanged from the 1992-93 budgeted amounts. The City Attorney reports that a proposed equipment purchase appropriation of \$86,666 for law library materials erroneously appears in the budget (object 232) as data processing equipment.

Effect of Reduction on Services

5. The City Attorney reports that the budgeted salary savings of \$2,833,959 will have a substantial impact on the department's ability to perform legal services on behalf of the City's General Fund departments.

The City Attorney's services are generally categorized as (1) those performed through work orders with enterprise departments, which are not funded by the General Fund; (2) General Fund departments' litigation-related services; and (3) General Fund "general advice" which is provided to City officials and General Fund departments, and which is not related to litigation.

The City Attorney reports that the General Fund allocation supports 38 of the 81 attorneys in the department. Approximately 64 percent of the General Fund allocation is used for litigation services; thus, approximately 24.3 FTE attorneys (64 percent) of the 38 General Fund attorneys provide litigation services, and approximately 13.7 FTE attorneys (36 percent) provide General Fund general advice.

The City Attorney reports that the budgeted salary savings, which has reduced the City Attorney's General Fund allocation, will be applied primarily to General Fund general advice, since litigation-related services will be required to be performed in order to comply with legal requirements and to protect the City's interests. General Fund general advice is principally provided (in order of magnitude), to the Board of Supervisors, the Department of Public Health, the Mayor, the Department of Public Works, and the Department of City Planning.

Before salary savings, the City Attorney's 1993-94 General Fund allocation is \$7,614,784 (since the net allocation of \$4,780,825 reflects salary savings which were deducted in the amount of \$2,833,959). As stated above, the City Attorney estimates that 64 percent of the General Fund allocation supports litigation-related activities; therefore, of the \$7,614,784 in total budgeted expenditures (before salary savings), approximately \$4,873,462 (64 percent) represents the estimated cost of litigation-related activities, while \$2,741,322 (36 percent of \$7,614,784) is budgeted to provide general advice.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 03 City Attorney

Effect of Reduction on Services (continued)

Of the \$2,833,959 in budgeted salary savings, the City Attorney proposes to realize salary savings of approximately \$1,339,000 by (1) laying off 6 to 8 of the approximately 12 attorneys who provide General Fund general advice, at a savings of approximately \$765,000 in salaries and fringe benefit costs, and (2) closing the office and furloughing workers for 10 days during the fiscal year, at a savings of approximately \$574,000.

The City Attorney reports that an additional \$500,000 in salary savings could potentially be offset by revenues received for services which are provided to non-City and County agencies, such as the San Francisco Unified School District and the County Transportation Authority. The City Attorney bases the \$500,000 revenue estimate on prior years' experience. Thus, the City Attorney indicates that a total of approximately \$1,839,000 in salary savings (\$1,339,000 through layoffs and furloughs and \$500,000 in potential new revenue) could be attained through these means. This would leave a balance of \$994,959 in budgeted salary savings which must be realized.

However, the City Attorney reports that this \$994,959 balance of salary savings is a clerical error, and has requested that this clerical error be corrected. The Mayor has submitted a clerical error which would reduce salary savings by \$894,439 and would restore related Mandatory Fringe Benefits of \$149,640 for a total General Fund cost of \$1,044,079.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 1993-94

03 City Attorney

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>General Fund (302125)</u>								
1660	112	Travel				\$1,108	\$0	\$1,108
		Reduce to actual 1992-93 expenditure level.						

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 08 Treasurer/Tax Collector		Budget Detail: Budget Summary:		Page 1672
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$2,473,600	\$2,251,108	(222,492)	-9.0
General Fund Unallocated	8,731,019	7,713,995	(1,017,024)	-11.6
Other Departmental Revenue	100,676	98,941	(1,735)	-1.7
Subtotal, Mayor's Budget	\$11,305,295	\$10,064,044	(\$1,241,251)	-11.0 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		112,700	112,700	n/a
Other Revenues			0	n/a
Total Revenues	\$11,305,295	\$10,176,744	(\$1,128,551)	-10.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$11,305,295	\$10,064,044	(\$1,241,251)	-11.0 %
Supplemental Appropriations			0	n/a
Recoveries		112,700	112,700	n/a
Other Expenditures			0	n/a
Total Expenditures	\$11,305,295	\$10,176,744	(\$1,128,551)	-10.0 %
Mayor's Listed Positions:				
Permanent	160.0	144.0	-16.0	-10.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	160.0	144.0	-16.0	-10.0 %
Adjustments (FTE):				
Overtime/Temporary	10.17	9.29	(0.88)	(8.65) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(3.97)	(6.61)	(2.64)	66.50
Other Adjustments			0.00	n/a
Total FTE	166.20	146.68	(19.52)	(11.74) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **08 Treasurer/Tax Collector**

Financial Data:

The Treasurer/Tax Collector's proposed \$10,064,044 budget for 1993-94 is \$1,241,251 or 11.0 percent less than the original 1992-93 budget of \$11,305,295. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,289,908 or 11.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Administration	\$883,474	\$889,527	\$851,919	\$851,919
Treasury	986,746	1,025,526	915,683	915,683
Investments	382,757	390,158	336,902	336,902
Property Tax	1,409,870	1,402,132	1,308,731	1,308,731
Business Tax	3,638,640	3,635,877	3,191,104	3,191,104
License	738,424	732,504	768,371	768,371
Delinquent Revenue	<u>3,164,708</u>	<u>3,176,341</u>	<u>2,592,393</u>	<u>2,592,393</u>
Subtotal - General Fund	\$11,204,619	\$11,252,065	\$9,965,103	\$9,965,103
Hotel Tax	<u>100,676</u>	<u>101,887</u>	<u>98,941</u>	<u>98,941</u>
Total	\$11,305,295	\$11,353,952	\$10,064,044	\$10,064,044

Comments:

Although the Treasurer/Tax Collector's Office is a revenue generating department, the Mayor's 1993-94 budget proposes reductions totalling approximately \$1.2 million in comparison to the 1992-93 original budget. Of the seven programs detailed above, all are decreasing except one, the License Program. The Treasurer/Tax Collector's Office indicates that reduction in resources to their operations would result in reduced revenues for the City.

The major factors in the approximately \$1.2 million reduction are the deletion of 16 positions which results in salary and fringe benefit savings of approximately \$900,000 and a reduction of interdepartmental charges of approximately \$340,000.

The Treasurer/Tax Collector's Office, in a letter to the Controller's Office, indicates that as a result of the loss of 23 positions over the last 14 months (seven positions to early retirement and 16 positions reduced in the proposed 1993-94 budget), the Treasurer/Tax Collector's Office estimates the City will lose a minimum of approximately \$5 million in annual revenues in 1993-94.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

08 Treasurer/Tax Collector

Page No.	Object	Account Title	Position/ Equipment Number	Number FromTo		Amount FromTo		Savings
<u>Administration Program (558007)</u>								
1673	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$4,530	\$3,707	\$823
<u>Treasury Program (558015)</u>								
1677	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				642,504	635,020	*
1698	001	Cashier Reduce to maximum salary at top step.	4322	3	3	122,585	115,101	7,484
1677	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				163,109	161,463	1,646
<u>Property Tax Program (558031)</u>								
1686	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				348,645	334,708	*
1702	001	Account Clerk Reduce to maximum salary at top step.	1630	3	3	107,662	93,725	13,937
1686	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				103,358	100,292	3,066

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

08 Treasurer/Tax Collector

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
1686	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. Actual 1992-93 expenditure level is based on combination of Controller's and Treasurer/Tax Collector's data which indicates department is underspending by more than \$30,000 even after recognizing \$50,000 to be carried forward to 1993-94. Department uses a "shared" approach to account for Materials and Supplies costs whereby all such costs are accumulated in a few programs. Therefore, recommended \$30,000 reduction is split between Property Tax, Business Tax and Delinquent Revenue Programs.				\$47,545	\$37,545	\$10,000

Business Tax (558049)

1688	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,668,625	1,665,914	*
1703	001	Senior Account Clerk Reduce to maximum salary at top step.	1632	1	1	38,599	35,888	2,711
1688	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				403,112	402,516	596

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

08 Treasurer/Tax Collector

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
1688	130	Materials and Supplies				\$50,330	\$40,330	\$10,000
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. Actual 1992-93 expenditure level is based on combination of Controller's and Treasurer/Tax Collector's data which indicates department is underspending by more than \$30,000 even after recognizing \$50,000 to be carried forward to 1993-94. Department uses a "shared" approach to account for Materials and Supplies costs whereby all such costs are accumulated in a few programs. Therefore, recommended \$30,000 reduction is split between Property Tax, Business Tax and Delinquent Revenue Programs.						

Delinquent Revenues (558080)

1695	130	Materials and Supplies				49,159	39,159	10,000
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. Actual 1992-93 expenditure level is based on combination of Controller's and Treasurer/Tax Collector's data which indicates department is underspending by more than \$30,000 even after recognizing \$50,000 to be carried forward to 1993-94. Department uses a "shared" approach to account for Materials and Supplies costs whereby all such costs are accumulated in a few programs. Therefore, recommended \$30,000 reduction is split between Property Tax, Business Tax and Delinquent Revenue Programs.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

08 Treasurer/Tax Collector

<u>Page</u>			<u>Position/</u>			<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Equipment</u>	<u>Number</u>		<u>From</u>	<u>To</u>	<u>Savings</u>
			<u>Number</u>	<u>From</u>	<u>To</u>			
1695	231	Equipment				\$20,000	\$15,000	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
1710	231	Equipment Not Detailed		9999ZY		20,000	15,000	\$5,000
		Reduce request for one air conditioned automobile replacing an existing automobile to Purchaser's price quote. Existing automobile is ten years old and needs a new engine, according to Central Shops.						
								\$65,263
Total Recommended Reductions								

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 09 Controller		Budget Detail: Budget Summary:		Page 1711
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$112,500	\$125,000	\$12,500	11.1
General Fund Unallocated	14,507,730	13,465,260	(1,042,470)	-7.2
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$14,620,230	\$13,590,260	(\$1,029,970)	-7.0 %
Mayor's Listed Positions:				
Permanent	389.0	355.0	-34.0	-8.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	389.0	355.0	-34.0	-8.7 %
Adjustments (FTE):				
Overtime/Temporary	4.44	11.02	6.58	148.20 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(20.61)	(20.61)	0.00	0.00
Other Adjustments	(20.99)	(4.75)	16.24	(77.37)
Total FTE	351.84	340.66	(11.18)	(3.18) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Financial Data:

The Controller's proposed \$13,590,260 budget for 1993-94 is \$1,029,970 or 7.0 percent less than the original 1992-93 budget of \$14,620,230. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,884,318 or 12.2 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Management	\$ 2,149,272	\$ 2,262,150	\$1,848,380	\$1,848,380
Financial Operations	6,953,299	7,365,347	6,733,477	6,733,477
Internal Audits	1,239,486	1,239,486	909,066	909,066
Payroll/Personnel	<u>4,278,173</u>	<u>4,278,173</u>	<u>4,099,337</u>	<u>4,099,337</u>
Total	\$14,620,230	\$15,145,156	\$13,590,260	\$13,590,260
<u>Data Processing Fund</u>				
Information Services	18,332,740	19,660,183	18,458,863	18,458,863
Work Order Recoveries	<u>(18,332,740)</u>	<u>(19,330,761)</u>	<u>(18,458,863)</u>	<u>(18,458,863)</u>
Total	\$14,620,230	\$15,474,578	\$13,590,260	\$13,590,260

Department Expenditures:

1. Overtime

The proposed budget includes \$242,291 in funds for overtime. These costs occur primarily in the Information Services Division (\$109,516) and in the Payroll and Personnel Services Division (\$100,214). The department reports that overtime is used in the Information Services Division in order to have staff on call on a 24 hour basis to respond to problems related to the City's management information systems, to respond to emergencies, and to compensate for staff shortages. The Payroll and Personnel Services Division pays overtime in order to meet deadlines associated with the preparation and delivery of paychecks to City workers, and the department indicates that temporary workers would lack sufficient expertise with the payroll system to assume these tasks.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

2. Expenditure Increases

As noted below, the Information Services Division will add 2 Management Information Specialists in order to provide expanded computer training programs for City workers in other departments, at an average annual salary and fringe benefit cost of \$50,996 each or a total of \$101,992.

The Information Services Division has also budgeted an additional \$107,800 in Materials and Supplies over projected expenditures for 1992-93. Of this amount, approximately \$44,000 is attributable to the relocation of data processing functions to a new Data Center at One Market Plaza, while \$53,800 is attributed to increased departmental requests for ISD services.

ISD has also budgeted \$559,000 in new expenditures for the rental of One Market Plaza, and has increased its Reproduction budget by \$20,000 in order to perform expanded services on behalf of the Retirement System.

3. Position Changes

Department-wide, the Controller's Office would experience a net reduction of 34 positions under the Mayor's proposed budget, of which 19 would be eliminated as a result of the transfer of some of the Controller's operations to a new consolidated Data Center at One Market Plaza. The proposed budget also includes 2 new positions for computer training for City workers and a number of substitutions and reclassifications. The proposed staff changes within the Controllers Office are as follows:

New Positions

Two new positions are proposed at a salary cost of \$83,259 in order for the Controller's Information Services Division to augment its computer training services which are provided to City employees in other departments. The proposed Class 1811 MIS Specialist position is currently a temporary position which would become permanent. The Controller's Office has requested that the proposed new positions be "re-coded" as substitutions given that 16 positions were eliminated due to lack of funds, as discussed below.

Information Services Division

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1811 MIS Specialist I	1	\$33,695
1819 MIS Specialist III	1	49,564
Total	2	\$83,259

In addition, one 1426 Senior Clerk Typist would be added in 1993-94 at a cost of \$33,069. The Controller reports that this position was funded from temporary salaries in 1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Deleted Positions:

A substantial reduction in staffing at the Information Services Division will result from the consolidation of the ISD Data Center at City Hall with the data processing operations of the Hall of Justice, at a new Data Center at One Market Plaza which is expected to become operational in December, 1993. The Controller estimates that this consolidation will result in net savings to the City of approximately \$746,000 on an annual basis due to the elimination of duplicative services.

ISD proposed a staff reduction of 19 positions as a result of this consolidation, as follows:

Information Services

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1402 Junior Clerk	1	\$26,440
1424 Clerk Typist	1	31,189
1734 Computer Operator I	3	89,318
1736 Computer Operator II	7	247,318
1737 Senior Computer Operator	1	37,582
1738 Computer Operations Shift Supervisor	1	59,480
1737 Senior Computer Operator	1	37,582
1834 Senior Tape Librarian	1	28,005
1853 Control Clerk	<u>3</u>	<u>93,043</u>
Subtotal:	19	\$649,957

These positions would be deleted from the 1993-94 budget. Since the Data Center consolidation will not occur until December, 1993, however, the Controller's budget includes \$338,618 in temporary salaries to maintain the positions listed above for the six-month period between July 1 and December 31, 1993.

In addition, the proposed budget includes the following additional proposed position deletions in the Controller's Office:

Deleted Positions:

Information Services Division

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1862 Systems & Procedures Analyst	1	\$43,919
1872 Programmer Analyst	1	41,352
1877 Supervising Systems Programmer	1	67,138
1879 Project Mngr, Special Projects	1	72,138
1881 Asst. Dir., Systems/Data Processing	<u>1</u>	<u>93,886</u>
Total	5	\$318,433

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Administration

<u>Position</u>	<u>Number</u>	<u>Amount</u>	
A736b Special Projects Manager	1	\$89,941	
1654 Principal Accountant	1	52,520	
8192 Controller's Legal Counsel	1	<u>97,056</u>	
Subtotal: Administration	3		\$239,517

Financial Operations

1652 Senior Accountant	1	\$44,527	
1652 Senior Accountant	1	22,132	
1654 Principal Accountant	<u>1</u>	<u>42,892</u>	
Subtotal: Financial Operations	3		\$109,551

Internal Audits

<u>Position</u>			
1652 Senior Accountant	2	\$83,392	
1688 Chief Auditor	<u>1</u>	<u>74,023</u>	
Subtotal Internal Audits:	3		\$157,415

Payroll/Personnel Services

<u>Position</u>			
1454 Executive Secretary III	1	\$44,069	
1861 Systems & Procedures Analyst	<u>1</u>	<u>54,939</u>	
Subtotal: Payroll/Personnel Services	2		<u>\$99,008</u>

Total Positions Deleted	16		\$923,924
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Effect of Reductions on Services

According to the Controller, staffing reductions at ISD will result in reduced oversight of the City's automated data processing functions; elimination of the Chief Auditor and other auditing positions will result in reduced financial oversight of City departments; reductions in the Controller's budget for Administration and Financial Operations will create more difficulty and delay in responding to information requests from the Mayor, Board of Supervisors, other City departments, and the public; and reductions in Payroll and Personnel will result in delays in amending payroll records and responding to employees' questions.

Of the 16 eliminated positions shown above, the Controller has identified 6 as managerial or senior staff (classes A736, 1877, 1879, 1881, 8192, and 1688). The Controller reports that 9 layoffs are expected to occur in 1993-94 due to the elimination of positions.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Substitutions:

The Information Services Division is implementing expanded support services for the City's Local Area Network computer systems, and is requesting a Class 1819 Management Information Systems Specialist III to act as a LAN Systems Administrator. In addition, ISD is requesting the creation of a Class 1866 Systems and Procedures Supervisor position to provide services related to the potential implementation of Geographic Information Systems in the City. ISD proposes to procure these services by substituting 3 programmer analyst positions for systems analysts, at a net savings of \$27,014, as follows:

Information Services

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1819 MIS Specialist III	1	\$49,564
1866 Systems and Procedures Supervisor	1	58,777
1872 Programmer Analyst	(3)	(135,355)
Subtotal	(1)	\$(27,014)

The Budget Analyst recommends the establishment of a Class 1864 Senior Systems and Procedures Analyst position in lieu of the proposed 1866 Systems and Procedures Supervisor position, who would provide consulting services to City departments on the use of Geographical Information Systems, for additional salary and fringe benefit cost savings of approximately \$11,016.

The following substitutions are proposed in order to streamline the Controller's Accounting Operations and Systems division:

Financial Operations

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1657 Senior Systems Accountant	3	\$183,378
A714 Financial	(1)	(78,770)
1630 Account Clerk	(1)	(31,242)
1656 Head Accountant	(2)	(116,406)
Subtotal	(1)	\$(43,040)

The Financial Operations Division proposes to eliminate 1 Class 1650 Accountant and to substitute a Class 1446 Secretary. The secretary would support and assist senior level staff in the Controller's Office who are currently engaged in projects related to the replacement of the City's financial and accounting systems.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **09 Controller**

Financial Operations

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1446 Secretary II	1	\$33,227
1650 Accountant	<u>(1)</u>	<u>(33,227)</u>
Subtotal	0	0

Reclassifications:

The Controller requests the upward reclassification of one 1454 Executive Secretary to 1574 Executive Secretary to the Controller, at an estimated cost increase of \$4,228, and 1 1654 Principal Accountant for 1 1655 Systems Accountant, at savings of \$5,034. The department reports that these reclassifications have been approved by the Civil Service Commission.

Management

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1454 Exec. Secretary III	(1)	(\$43,900)
1574 Exec Secretary to Controller	<u>1</u>	<u>48,128</u>
Subtotal	0	\$4,228

Financial Operations

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1654 Principal Accountant	(1)	\$(54,131)
1655 Systems Accountant	<u>1</u>	<u>49,097</u>
Subtotal	0	\$(5,034)

The following downward reclassifications were made in order to reduce the number of management positions and associated salary costs:

Management

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1272 Sr. Personnel Officer	(1)	(\$81,119)
1270 Personnel Officer	<u>1</u>	<u>68,119</u>
Subtotal	0	(\$13,000)

Internal Audits

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1850 Senior EDP Auditor	1	\$55,437
1878 Info. Systems Audit Manager	<u>(1)</u>	<u>(77,439)</u>
Subtotal	0	\$(22,002)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

09 - Controller

Page No.	Object	Account Title	Position/ Equipment Number	Number From To		Amount From To		Savings
Management Division (314005)								
1727	001	Payroll Clerk Adjust position count.	1220	1	0	\$0	\$0	\$0
Information Services Division (310458)								
1716	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				8,950,808	8,941,755	*
1730	001	Systems and Procedures Supervisor Reduce budgeted salary amount to the maximum amount for Class 1864 Systems and Procedures Analyst who could be used in lieu of the proposed Systems and Procedures Supervisor to perform the desired services.	1866	14	14	948,867	939,814	9,053
1716	020	Mandatory Fringe Benefits Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				2,013,507	2,011,484	2,023
1716	112	Travel Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				8,000	5,200	2,800
Payroll & Personnel Services Division (309252)								
1725	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				100,214	90,000	10,214

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

09 - Controller

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1725	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				6,650	1,500	5,150
1725	130	Materials & Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				130,374	120,000	10,374
1726	309	Building Repair Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				12,000	10,000	2,000
1726	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$20,434	\$11,825	\$8,609
Total Recommended Reductions								\$50,223

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 91 Purchaser

Page
2040
Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$250,675	\$250,675	\$0	0.0
General Fund Unallocated	2,677,168	1,826,789	(850,379)	-31.8
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$2,927,843</u>	<u>\$2,077,464</u>	<u>(\$850,379)</u>	<u>-29.0 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		15,019	15,019	n/a
Other Revenues			0	n/a
Total Revenues	\$2,927,843	\$2,092,483	(\$835,360)	-28.5 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$2,927,843	\$2,077,464	(\$850,379)	-29.0 %
Supplemental Appropriations			0	n/a
Recoveries		15,019	15,019	n/a
Other Expenditures			0	n/a
Total Expenditures	\$2,927,843	\$2,092,483	(\$835,360)	-28.5 %
Mayor's Listed Positions:				
Permanent	207.0	192.0	-15.0	-7.2 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>207.0</u>	<u>192.0</u>	<u>-15.0</u>	<u>-7.2 %</u>
Adjustments (FTE):				
Overtime/Temporary	1.89	2.12	0.23	12.17 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(12.01)	(12.43)	(0.42)	3.50
Other Adjustments			0.00	n/a
Total FTE	196.88	181.69	(15.19)	(7.72) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

Financial Data:

The Purchasing Department's proposed \$2,077,464 budget for 1993-94 is \$850,379 or 29.0 percent less than the original 1992-93 budget of \$2,927,843. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,147,378 or 35.6 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Management Administration	\$4,606,517	\$4,885,006	\$795,564	\$795,564
Procurement Services	<u>0</u>	<u>0</u>	<u>2,855,096</u>	<u>2,855,096</u>
Subtotal	\$4,606,517	\$4,885,006	\$3,650,660	\$3,650,660
City Auto Purchases	127,928	127,928	128,385	128,385
Central Shop	12,318,733	12,731,720	12,856,172	12,856,172
Reproduction/Mailroom Services	<u>2,732,435</u>	<u>2,881,453</u>	<u>3,287,824</u>	<u>3,287,824</u>
Total	\$19,785,613	\$20,626,107	\$19,923,041	\$19,923,041
Interdepartmental Recovery	<u>16,857,770</u>	<u>17,401,265</u>	<u>17,845,577</u>	<u>17,845,577</u>
Total less Recoveries	\$2,927,843	\$3,224,842	\$2,077,464	\$2,077,464

Department Revenues

Total budgeted revenues for FY 1993-94 are identical to that of FY 1992-93, as follows:

	<u>1992-93</u>	<u>1993-94</u>
Sale of Excess Property	\$250,000	\$250,000
Sale of Documents	<u>675</u>	<u>675</u>
Total	\$250,675	\$250,675

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

Department Expenditures

Personnel Changes

The budgeted number of positions decreases by a total of 15, from 207 in FY 1992-93 to 192 in FY 1993-94. The net reduction of 15 positions results from the following position changes in each of the Department's Programs:

Management/Administration	-3
Central Shops	0
Procurement	-14
Reproduction/Mail	<u>+2</u>
Net Position Count Change	-15

Changes by Program

Note: The Management/Admin. Program in the FY 1992-93 Budget included the Procurement Division. The Procurement Division is a separate budgeting entity in the FY 1993-94 Budget. Consequently, it is difficult to directly compare their respective FY 1992-93 and FY 1993-94 budgets. A general summary of the budget changes is as follows:

	Increase (Decrease)
<u>Management/Admin.</u> FY 1992-93: \$2,799,915 FY 1993-94: \$504,417	(\$2,295,498)

Permanent Salaries decreases by \$152,521, from \$655,336 to \$502,815, due to the net reduction of 3 positions. The non-personnel related budgeted costs of the Division are only \$16,848, \$11,800 of which are for telephone service (\$8,800) and Membership Dues (\$3,000).

<u>Procurement:</u> FY 1992-93: \$0	FY 1993-94: \$1,444,662	\$1,444,662
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Permanent Salaries decreases by \$580,342 from \$2,537,439 to \$1,957,097, due to the net reduction of 14 positions. The FY 1993-94 non-personnel-related budgeted costs of the Division are slightly less than the budgeted costs for FY 1992-93, primarily in the Material and Supplies account.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

	<u>Increase</u> <u>(Decrease)</u>
<u>Central Shops:</u> FY 1992-93: \$12,318,733 FY 1993-94: \$12,856,172	\$537,439

Labor Costs decrease by \$113,622, from \$6,305,062 to \$6,191,440, due almost entirely to a decrease in Mandatory Fringe Benefits.

Non-Personal Services increase by \$81,574, from \$1,501,397 to \$1,582,971 due to an increase in the budgeted amount for contracted-out maintenance work, such as for body repair, transmission repair, and truck washing.

Equipment decreases by \$86,350, from \$254,050 to \$167,700. The decrease is due primarily to a \$50,000 reduction in budgeted costs for the lease/purchase of computer equipment and software for the Central Shops Fleet Maintenance System.

Services of Other Departments decreases by \$13,967, from \$151,216 to \$137,249 due primarily to a reduction of \$22,393 for the Controller's production of maintenance cost reports, and an increase of \$10,105 for toxic and hazardous waste removal:

Non-work Order Service of other Departments increases by \$27,302, from \$107,008 to \$134,310, due to increase for funding positions in the Management/Administration Division.

All of the costs incurred by the Central Shops are recovered through Interdepartmental Recoveries.

<u>Reproduction/Mail:</u> FY 1992-93: \$2,732,435 FY 1993-94: \$3,287,824	\$555,389
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Labor Costs increase by \$122,198, from \$772,874 to \$895,072, due to proposed increases in Permanent Salaries and related personnel costs that result from two additional positions that would be transferred to the Reproduction/ Mailroom Division from the Procurement Division.

Non-Personal Services increases by \$172,310, from \$1,477,690 to \$1,650,000, due to increases in mailing costs and the cost of contracting for certain printing and desktop publishing work.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **91 - Purchaser**

Other Current Expenditures increases by \$140,108, from \$234,892 to \$375,000, to accommodate the projected demand in Material and Supplies for FY 1993-94. The revised FY 1992-93 budgeted amount for Material and Supplies is \$342,637.

Equipment expenditures increases by \$121,842, from \$190,353 to \$312,195, due to increases in the purchase of computer equipment(\$103,000) and an increase in lease/purchase payments for reproduction/mailing machinery (\$18,842).

All of the costs incurred by the Reproduction/Mailroom Services Division are recovered through Interdepartmental Recoveries.

Comments

1. Budgeted Overtime costs for the Purchasing Department for FY 1993-94 are identical to those of FY 1992-93 - \$104,125. Of that budgeted amount, \$101,967 is for Central Shop (\$83,929) or Reproduction (\$18,038). Central Shops requires Overtime Pay in order to pay mechanics to do emergency repairs on emergency vehicles after normal hours. The Reproduction Division requires Overtime Pay in order to compensate staff for working overtime on emergency reproduction job orders.

2. Temporary Salaries in the amount of \$25,000 are budgeted within the Department exclusively for the Reproduction Division.

3. Listed below are continuing annual savings from the Early Retirement Program.

1160	Assistant Director	Administration	\$83,000
1764	Mail and Reproduction Supervisor	Reproduction/ Mail Services	48,000
1844	Sr. Management Assistant	Procurement	61,000
1926	Sr. Materials/Supplies Supervisor	Procurement	42,000
1934	Storekeeper	Procurement	<u>41,000</u>
	Total		\$275,000

Note: FY 1992-93 savings include both salary and fringe benefits.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

4. Listed below are position deletions in the Purchasing Department that will result in layoffs:

<u>Class</u>	<u>Title</u>	<u>Program</u>
1426	Sr. Clerk Typist	Procurement
1426	Sr. Clerk Typist	Procurement
1632	Sr. Account Clerk	Procurement
1720	Data Entry Operator	Procurement
1650	Accountant	Administration
1948	Coding Supervisor	Procurement
1934	Storekeeper	Procurement

5. The Purchaser of Supplies has stated that the reduction in positions and other resources within the Purchasing Department will have numerous operational effects, including the following:

- Creation of a substantial and increasing backlog of unprocessed requisitions and bid awards and an associated increase in delivery times for departments;
- Reduced ability to focus resources on development of annual Citywide term contracts;
- Reduced capacity to focus on identification and facilitation of purchases with MBE and WBE vendors;
- Increased payment processing time, with associated loss of prompt payment discounts, increased vendor complaints, and corresponding increase in prices;
- Creation of a substantial and increasing backlog of accounting transactions;
- Reduced accuracy of accounting information in the accounting system;
- Less frequent, less accurate management reports for use in monitoring and planning expenditures;
- Increased volume of payroll and personnel errors;
- Substantial delays in the implementation of the Automated Procurement System Project;
- Closure of the City Hall Storeroom and Direct Order Center for office supplies.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 91 - Purchaser

6. The Purchaser of Supplies has also stated that approval of a Charter Amendment, that has been submitted for the November, 1993, ballot, authorizing the Purchasing Department to delegate purchases under \$5,000 to City departments, will reduce the workload in the Department by 15 percent. However, the Purchaser of Supplies is of the opinion that such a reduction in the Department's workload will not occur immediately after passage of the proposed Charter Amendment, and that, in fact, the workload will be increased above the current level in the short-term because of the need to develop new procedures and the need to conduct training during the transition period.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

91 Purchaser

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Reproduction/Mail Service (540468)								
2054	010	Overtime				\$18,038	\$13,000	\$5,038
2054	020	Temporary Salaries				25,000	10,000	15,000
2054	060	Mandatory Fringe Benefits				171,943	170,903	1,040
		Corresponds to reduction in salaries.						
2054	130	Materials and Supplies				375,000	325,000	50,000
		To reduce procurement of Materials and Supplies to the current year rate and still provide for a growth factor of over 8 percent.						
2054	190	Other Non-Personal Services				1,650,000	1,603,535	46,465
		Reduce to the amount needed to provide services to other City departments.						
2054	220	Equipment Purchase				158,000	150,500	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
2069	220	Equipment Not Detailed				0	(7,500)	7,500
		To adjust for overbudgeting on several items of equipment.						
Total Recommended Reductions								\$125,043

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 02 Assessor

Budget Detail:
Budget Summary:

Page
1639

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated	\$6,418,097	\$6,076,986	(341,111)	-5.3
Special Revenue Funds			0	n/a
General Fund Dept. Revenue	20,430	20,430	0	0.0
Subtotal, Mayor's Budget	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$6,438,527	\$6,097,416	(\$341,111)	-5.3 %
Mayor's Listed Positions:				
Permanent	110.0	97.0	-13.0	-11.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	110.0	97.0	-13.0	-11.8 %
Adjustments (FTE):				
Overtime/Temporary			0.0	n/a %
Supplemental Appropriations			0.0	n/a
Salary Savings	(7.5)	(5.3)	2.2	-29.3
Other Adjustments			0.0	n/a
Total FTE	102.5	91.7	-10.8	-10.5 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 02 Assessor

Financial Data:

The Assessor's proposed \$6,097,416 budget for 1993-94 is \$341,111 or 5.3 percent less than the original 1992-93 budget of \$6,438,527. The net decrease from the revised 1992-93 budget to the Standardized budget is \$582,165 or 8.7 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Real Property	\$2,541,282	\$2,541,282	\$2,624,015	\$2,624,015
Personal Property	2,172,097	2,172,097	1,941,052	1,941,052
Technical Services	787,040	787,040	696,717	696,717
Administration	889,205	1,130,259	786,729	786,729
Workers Compensation	<u>48,903</u>	<u>48,903</u>	<u>48,903</u>	<u>48,903</u>
Total	\$6,438,527	\$6,679,581	\$6,097,416	\$6,097,416

Department Expenditures

The reduction in expenditures is primarily due to the elimination of 13 positions and related mandatory fringe benefits for a savings of \$678,739, Controller-Data Processing expenditure savings of \$92,678 and other savings of \$72,244.

The only major increase in the budget is an increase in Professional Services of \$500,000 to obtain the services of a consultant to assist the San Francisco Assessor's Office in the areas of (1) Defending current real property assessments and (2) Maximizing property tax revenue by capturing all available property assessments. The consultant hired by the City will report directly to the Assessor. The consultant will evaluate existing programs in the Assessor's Office, assist in preparing the defense of large assessment appeals, develop a comprehensive database for the appraisal of hotels, large office buildings and apartments, develop and implement programs that will increase property tax revenue for the City.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

02 Assessor

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Real Property (301507)</u>								
1641	100	Professional Services				\$500,000	\$500,000	*
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$500,000.						
<u>Personal Property (301531)</u>								
1644	340	Controller-Data Proc.				93,751	91,667	\$2,084
		Reduce to prior years actual level adjusted by a cost of living factor.						
<u>Technical Services (301564)</u>								
1647	340	Controller-Data Proc.				13,148	7,340	5,808
		Reduce to prior years actual level adjusted by a cost of living factor.						
<u>Administration (301598)</u>								
1649	340	Controller-Data Proc.				48,082	25,962	<u>22,120</u>
		Reduce to prior years actual level adjusted by a cost of living factor.						
		Total Recommended Reduction						\$30,012
		Total Recommended Reserves						500,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 78 Recorder		Budget Detail: Budget Summary:		Page 2012
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,721,485	\$1,797,500	\$76,015	4.4
General Fund Unallocated	(\$602,427)	(\$730,927)	(128,500)	21.3
Other Departmental Revenue	629,620	663,200	33,580	5.3
Subtotal, Mayor's Budget	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,748,678	\$1,729,773	(\$18,905)	-1.1 %
Mayor's Listed Positions:				
Permanent	27.0	33.0	6.0	22.2 %
Temporary	6.0		-6.0	-100.0
Work Order			0.0	n/a
Subtotal, Mayor's Budget	33.0	33.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.37	0.73	0.36	97.30 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.31)	(1.66)	(1.35)	435.48
Other Adjustments			0.00	n/a
Total FTE	33.06	32.07	(0.99)	(2.99) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **78 - Recorder**

Financial Data:

The Recorder Department's proposed \$1,729,773 budget for 1993-94 is \$18,905 or 1.1 percent less than the original 1992-93 budget of \$1,748,678. The net decrease from the revised 1992-93 budget to the Standardized budget is \$1,276,553 or 42.5 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Recorder	\$1,473,369	\$2,727,385	\$1,446,055	\$1,446,055
County Clerk Services	<u>275,309</u>	<u>278,941</u>	<u>283,718</u>	<u>283,718</u>
Total	<u>\$1,748,678</u>	<u>\$3,006,326</u>	<u>\$1,729,773</u>	<u>\$1,729,773</u>

Department Expenditures

The Recorder is proposing to make the following upward position substitutions (1) five 1426 Senior Clerk Typist positions for five 8108 Senior Legal Process Clerk positions, for a total salary increase of \$29,037, (2) one 1750 Microphoto Technician position for one 8108 Senior Legal Process Clerk position, for a salary increase of \$6,905 and (3) one 1650 Accountant position for one 1652 Senior Accountant position for a salary increase of \$5,675.

The Recorder is also proposing to transfer half of the cost of two positions, a 1132 Recorder position and a 1133 Chief Deputy Recorder position, from its General Fund budget to its State Modernization Fund budget. This transfer of one half of the cost of these two positions results in the Department's General Fund being reduced by \$62,530 in Permanent Salaries and \$15,633 in corresponding Fringe Benefits, for a total reduction of \$78,163.

Comments

As noted above the Recorder is requesting that a total of six positions be substituted for six Senior Legal Process Clerk positions. The Recorder reports that five of the six requested Senior Legal Process Clerk positions and the Senior Accountant position are needed because the Department's recording volume has increased by more than 30% since 1988. The Recorder adds that the sixth Senior Legal Process Clerk

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **78 Recorder**

position is needed in order to have the appropriate staffing required for the County Clerk Program based on the recent consolidation of the Recorder's Office with the County Clerk.

The Civil Service Commission has approved the upward substitution of four of the Senior Clerk Typists for four of the Senior Legal Process Clerks and the fifth requested substitution of a Senior Clerk Typist for a Senior Legal Process Clerk, has been approved by Civil Service staff. The requested upward substitution of a 1750 Microphoto Technician for a Senior Legal Process Clerk has also been approved by Civil Service Commission staff. The Civil Service Commission has approved the upward substitution of a 1650 Accountant position for a 1652 Senior Accountant position.

The Recorder is proposing to purchase two personal computers to replace two outdated computers which are experiencing maintenance problems. The two computers have been approved by the Electronic Information Processing Steering Committee (EIPSC). The Recorder is also proposing to purchase two Microfilm Readers, which would replace to Readers that are, according to the Recorder, breaking down on a regular basis. The Microfilm Readers are used by the public. The proposed equipment would be funded through the State Modernization Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

78 Recorder/County Clerk Division

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>County Clerk (322016)</u>								
2013	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$214,184	\$210,872	*
2025	001	Senior Legal Process Clerk	8108	1	1	31,398	25,384*	\$6,014
2029	001	Senior Clerk Typist Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings. * We recommend reserving the balance of \$13,979 pending final Civil Service Commission approval and approval of the City's final budget.	1426	(1)	(1)	(14,107)	(11,405)*	(2,702)
2013	060	Fringe Benefits Corresponds to reduction in salaries.				55,784	54,956	828
2013	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				7,000	6,500	500

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

78 Recorder/Recorder Division

Page No.	Object	Account Title	Position/ Equipment Number	Number From To		Amount From To		Savings
<u>Recorder (322016)</u>								
2016	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$452,345	\$450,325	*
2026	001	Senior Legal Process Clerk	8108	1	1	34,982	28,282*	\$6,700
2028	001	Microphoto Technician Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings. *We recommend reserving the balance of \$8,469 pending final Civil Service Commission approval and approval of the City's final budget.	1750	(1)	(1)	(24,493)	(19,813)*	(4,680)
2016	060	Fringe Benefits Corresponds to reduction in salaries.				113,642	113,137	505
2016	351	City Mail Service Reduce to 1992-93 budget level .				60,000	56,064	3,936
Total Recommended Reductions								\$11,101
Total Recommended Reserves								\$22,448

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 80 Registrar

Budget Detail:
Budget Summary:

Page
2032

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$950,000	\$450,000	(500,000)	-52.6
General Fund Unallocated	1,690,378	2,371,105	680,727	40.3
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$2,640,378	\$2,821,105	\$180,727	6.8 %
Mayor's Listed Positions:				
Permanent	12.0	11.0	-1.0	-8.3 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	12.0	11.0	-1.0	-8.3 %
Adjustments (FTE):				
Overtime/Temporary	12.02	15.23	3.21	26.71 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.74)	(0.91)	(0.17)	22.97
Other Adjustments			0.00	n/a
Total FTE	23.28	25.32	2.04	8.76 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **80 - Registrar**

Financial Data:

The Registrar Department's proposed \$2,821,105 budget for 1993-94 is \$180,727 or 6.8 percent more than the original 1992-93 budget of \$ 2,640,378. The net increase from the revised 1992-93 budget to the Standardized budget is \$208,464 or 8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Registrar	<u>\$2,640,378</u>	<u>\$2,612,641</u>	<u>\$2,821,105</u>	<u>\$2,821,105</u>
Total	<u>\$2,640,378</u>	<u>\$2,612,641</u>	<u>\$2,821,105</u>	<u>\$2,821,105</u>

Department Revenues

The Registrar's revenues for FY 1992-93 were originally budgeted at \$950,000, of which \$800,000 represented State reimbursements for State mandated election costs incurred in 1991-92. The \$950,000 was subsequently reduced by \$800,000 to \$150,000 based on the State's decision to reduce the amount of State reimbursements to local jurisdictions for State mandated election costs. The Registrar advises that the State specifically will no longer reimburse local jurisdictions for general absentee balloting costs. However, the State will continue to reimburse local jurisdictions for (1) permanent absentee ballots (i.e., ballots which are obtained by persons who are permanently confined and as such would otherwise be unable to vote), (2) partial payment for mail registration, (3) cost of processing voter notification cards, and (4) costs associated with candidates for State office who submit signatures in-lieu-of filing fees. The total revenue amount budgeted for FY 1993-94 is \$450,000, of which \$300,000 represents State mandated reimbursements. The \$450,000 represents a \$300,000 increase from the \$150,000 revised revenue amount for FY 1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **80 Registrar**

Department Expenditures

The Registrar's Permanent Salaries have been reduced by \$48,793 with a corresponding reduction in Mandatory Fringe Benefits of \$15,109, for a total reduction of \$63,902. This reduction reflects the elimination of a 1819 Management Information Specialist III position. The Registrar advises that this position's activities are still required and, as such, will be funded through Temporary Salaries, which will result in a reduction in the hours and number of temporary employees who are hired for each election.

Overtime expenditures would also be reduced by \$13,503 from \$28,503 to \$15,000.

Comments

According to the Registrar, reductions in the hours and number of temporary employees who are hired for each election, based on the Management Information Specialist III position being funded through Temporary Salaries, will result in telephones not being answered as promptly, absentee ballots will not be mailed as quickly (2-3 days after receipt rather than one day), and the certification of the election will be delayed. The Registrar also advises that the reduction in Overtime expenditures will result in (1) more on-the-job mistakes occurring, especially on election day, due to more experienced permanent staff having to be replaced with less experienced temporary staff and (2) delays in counting absentee ballots, thus delaying the final vote count for perhaps several days.

The Registrar's total proposed 1993-94 budget reflects an increase because there will be two elections instead of one. Expenditure categories which are being increased based on two elections include Temporary Salaries, Materials and Supplies and Other Non-Personal services (i. e., contractual services).

The Registrar is proposing to purchase three personal computers to be used to retrieve signatures from the Registrar's computer system. Signature checking is done when petitions and nominations papers are submitted as well as for absentee and provisional ballots. The three computers, which have been approved by the Electronic Information Processing Steering Committee (EIPSC), would replace three personal computers which have been in use for approximately ten years and are experiencing maintenance problems.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

80 Registrar

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
General Fund (430017)								
2034	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$57,000	\$52,087	\$4,913
2034	144	Membership Dues Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				625	374	251
2035	313	Civil Service - Management Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				425	317	108
2035	316	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				2,000	1,000	1,000
2035	318	Building Repair Cost not adequately justified by Department.				4,000	0	4,000
Total Recommended Reductions								\$10,272

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 29 City Planning				Page 1828
	Budget Detail: Budget Summary:			
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$3,159,143	\$4,890,094	\$1,730,951	54.8
General Fund Unallocated	2,842,277	1,460,656	(1,381,621)	-48.6
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$6,001,420	\$6,350,750	\$349,330	5.8 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues	490,766	1,009,320	518,554	105.7
Total Revenues	\$6,492,186	\$7,360,070	\$867,884	13.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,001,420	\$6,350,750	\$349,330	5.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures	490,766	1,009,320	518,554	105.7
Total Expenditures	\$6,492,186	\$7,360,070	\$867,884	13.4 %
Mayor's Listed Positions:				
Permanent	96.0	98.0	2.0	2.1 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	96.0	98.0	2.0	2.1 %
Adjustments (FTE):				
Overtime/Temporary	0.08	0.08	0.00	0.00 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(9.25)	(5.69)	3.56	(38.49)
Other Adjustments	4.50 *		(4.50)	(100.00)
Total FTE	91.33	92.39	1.06	1.16 %

* Grant funded positions.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **29 City Planning**

Financial Data:

The Department of City Planning's proposed \$6,350,750 budget for 1993-94 is \$349,330 or 5.8 percent greater than the original 1992-93 budget of \$6,001,420. The net decrease from the revised 1992-93 budget to the Standardized budget is \$466,067 or 6.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
City Planning	\$6,001,420	\$6,816,817	\$6,350,750	\$6,350,750

Departmental Revenues

In May, 1993, the Board of Supervisors approved various new fees and fee increases for the Department of City Planning. These fees include a new computer acquisition surcharge of 8%, extension of the \$125 construction services center and information counter surcharge, extension of the 8.6% computer maintenance surcharge, increases of between 4.7% to 217% in individual permit fees and extension of the permit fees from December, 1993 until December, 1995, an additional two years. Fee revenues for FY 1993-94 are budgeted at \$4,890,094, an increase of 35% over the revised FY 1992-93 budget.

As a result of new fees and increases in existing fees, permit and other fee revenues for the Department of City Planning have increased \$2,399,141 or 96% between the FY 1991-92 actual revenues received and the FY 1993-94 proposed budget, as reflected below:

<u>1991-92</u>	<u>1992-93</u>	<u>Annual</u>	<u>1993-94</u>	<u>Annual</u>	<u>1993-94</u>
<u>Actual</u>	<u>Revised Budget</u>	<u>Percentage</u>	<u>Proposed Budget</u>	<u>Percentage</u>	<u>Overall Percentage</u>
		<u>Increase</u>		<u>Increase</u>	<u>Increase From</u>
					<u>1991-92 Actual</u>
\$2,490,953	\$3,619,143	45%	\$4,890,094	35%	96%

It should be noted, however, that the Department anticipates that the actual revenues received for FY 1992-93 will be approximately \$3,420,000, or approximately \$200,000 less than budgeted. According to Mr. Alec Bash of the Department, projected revenues for FY 1993-94 should be realized, since these estimates were based on conservative projections for all permit categories.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **29 City Planning**

Departmental Revenues (continued)

The increase in revenues over the past several years is an attempt by the Department of City Planning to achieve full cost recovery for permit and application processing. As shown below, although the Department's budget has increased only \$321,732, or 5.3% from FY 1991-92 to the proposed FY 1993-94 budget, the Department has increased fee revenues relative to the Department's budget from 41% to 77%.

<u>FY 1991-92</u>	<u>Fee Revenues</u>	<u>FY 1992-93</u>	<u>Fee Revenues</u>	<u>FY 1993-94</u>	<u>Fee Revenues</u>
<u>Budget</u>	<u>% of Budget</u>	<u>Revised Budget</u>	<u>% of Budget</u>	<u>Proposed Budget</u>	<u>% of Budget</u>
\$6,029,018	41%	\$6,816,817	53%	\$6,350,750	77%

Departmental Expenditures

Salary and fringe benefit expenditures for the Department of City Planning are being reduced by \$315,732 in the proposed FY 1993-94 budget, due to the elimination of four positions and the downgrading of one position. The four eliminated positions are: one 1222 - Senior Payroll and Personnel Clerk; one 5277 - Planner I; one 5280 - Planner III and one 5298 - Planner III, Environmental Review. Three of these positions are currently vacant and the 5280 Planner III position is a temporary one year position, extending from July 1, 1992 through June 30, 1993. A 5115 Deputy Director of Planning is proposed to be downgraded to a 5109 Deputy Zoning Administrator.

Expenditures for telephone and other non-personnel expenses are projected to increase by \$99,855 in FY 1993-94, which includes the moving and related security and maintenance expenses to relocate the Department from 450 McAllister Street to 1660 Mission Street, as of January 1, 1994. An additional \$357,994 of one-time computer equipment, software and ancillary purchases are included in the FY 1993-94 budget, funded through a one-year 8% surcharge on permit applications, to be effective as of July 1, 1993.

For the first time, the Mayor's budget instructions required departments to include recurring grants in the budget. Accordingly, the Department has included 6 grant funded positions with annual salaries totalling \$235,040. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **29 City Planning**

Comments

1. The Department had requested 6.5 new positions and filling positions that were currently vacant, as part of the new fee increases proposed by the Department, that were recently approved by the Board of Supervisors. Such increases in staff were proposed in order to improve the permit and application processing performance goals. However, the Mayor's Office did not approve any of the new positions in the FY 1993-94 budget. In addition, as discussed above, the proposed FY 1993-94 budget includes the elimination of four positions and the downgrading of one position, when compared to the current FY 1992-93 budget. However because 6 grant funded positions have been included in the budget for the first time, the permanent position count increases by 2.

2. As a result of the Mayor's proposed budget, the Department of City Planning is proposing significant reductions in their long range planning activities. The Department anticipates the need to transfer 4.5 positions from long range planning to permit processing activities and the reduction of an additional 2.5 positions in long range planning due to salary savings. Although there are currently 18 positions providing long range planning functions, the Department anticipates there would be only 11 positions to work on long range planning functions as a result of these changes during FY 1993-94. Such reallocations of staffing are anticipated to result in an inability to analyze and disseminate Census data, loss of expertise in the search for potential expansion sites for UCSF, eliminated or deferred planning efforts for the Central Waterfront, Mid-Market, Showplace Square, Civic Center and Fishermans Wharf, lack of coordination with other City housing and transportation activities, and elimination of the Citywide Capital Expenditure and Improvement Plan.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

29 City Planning

Page			Position/ Equipment	Number	Amount			
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Plans-Programs (331504)</u>								
1831	100	Professional Services				\$130,260	\$127,760	\$2,500
		Reduce amount for miscellaneous upgrades of computer software from \$3,500 to \$1,000. The total computer maintenance expenditures are proposed to increase from \$36,000 to \$57,460, a \$21,460, or 60% increase.						
		The Department is also proposing to purchase \$357,994 of additional computer equipment in FY 1993-94, which will result in further increases in computer maintenance expenditures in subsequent years. A one-year 8% surcharge on permit applications was approved to pay for the new computer equipment, but no financing mechanisms is proposed to pay for these increasing computer maintenance expenditures.						
1831	190	Other Non-Personal Services				366,237	353,616	*
		* The recommended reduction in Other Non-Personal Services is the total of the following specific recommendations.						
		Legal Advertising				50,325	50,325	*
		The budget for official advertising is \$50,325. Reserve \$16,813 of the \$50,325 amount pending finalization of the contract awards for the City's official advertising. The amount of the recommended reserve represents 75% of the potential savings, depending on the amount of the low bids that are accepted by the City.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

29 City Planning

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
		Postage				63,800	58,490	5,310
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
		Printing				22,000	20,800	1,200
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
		Film Purchase & Development				11,000	7,800	3,200
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
		Subscriptions				6,470	6,344	126
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
		Miscellaneous Expenditures				7,205	4,420	2,785
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
1831	130	Materials and Supplies				49,940	47,216	2,724
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
1831	231	Equipment Lease				357,994	307,994	50,000
		Reduce to offset portion of future year computer maintenance costs. A one- year 8% surcharge on permit applications was approved to pay for the new computer equipment, but no financing mechanism is proposed to pay for future computer maintenance expenditures.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

29 City Planning

Page No.	Object	Account Title	Position/ Equipment Number	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
				From	To	From	To	
1832	318	Building Repair Reduce evening custodial services provided by DPW to same level as in FY 1992-93, savings of \$1,000. Services would only be provided for six months, since the Department anticipates relocating to 1660 Mission Street by January, 1994, eliminating the need for these services at 450 McAllister. Reduce miscellaneous wiring costs for computer equipment by \$3,000, which still provides for \$1,000 of such expenses, given moving expenses already budgeted and Department should delay installing new equipment until January, 1994.				12,000	8,000	4,000
1832	320	Public Works Reduce amount paid to BBI for fee collection services by \$2,176 due to incorrect inclusion of salary standardization increase. Reduce amount paid to BBI for security guard services by \$1,053 to delete costs for February and March, 1994 at 450 McAllister Street, since Department will be moving to 1660 Mission Street in January, 1994.				60,772	57,543	3,229
1832	330	Light, Heat & Power Reduce to actual amount recommended by Light, Heat and Power.				15,708	0	15,708
Total Recommended Reductions								\$90,782
Total Recommended Reserves								\$16,813

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 37 Permit Appeals

**Budget Detail:
Budget Summary:**

**Page
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	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$30,000	\$49,000	\$19,000	63.3
General Fund Unallocated	223,002	198,335	(24,667)	-11.1
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$253,002	\$247,335	(\$5,667)	-2.2 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$253,002	\$247,335	(\$5,667)	-2.2 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$253,002	\$247,335	(\$5,667)	-2.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$253,002	\$247,335	(\$5,667)	-2.2 %
Mayor's Listed Positions:				
Permanent	9.0 *	9.0 *	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	9.0	9.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.29	0.27	(0.02)	(6.90) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.07)	(0.33)	(0.26)	371.43
Other Adjustments			0.00	n/a
Total FTE	9.22	8.94	(0.28)	(3.04) %

*Includes 5 members of the Permit Appeals Board.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **37 Permit Appeals**

Financial Data:

The Board of Permit Appeals' proposed \$247,335 budget for 1993-94 is \$5,667 or 2.2 percent less than the original 1992-93 budget of \$253,002. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 8,088 or 3.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Appeals Processing	\$253,002	\$255,423	\$247,335	\$247,335

Comments:

1. The Department's proposed budget includes an 8.4 percent salary savings for FY 1993-94.
2. The Department's proposed budget includes temporary salaries in the amount of \$9,132. This amount represents a part-time clerk typist for sixteen hours per week.
3. The Department's proposed budget includes professional services in the amount of \$7,756. This provides the services of an official court reporter, who is required by Section 11 of Part III of the Municipal Code and who must be present for all Board meetings. The Board of Permit Appeals has used the same court reporter continuously for 15 years. Her services are secured through a purchase agreement and she is WBE certified.
4. Two of the Department's employees are asked to work overtime as needed to staff the Board's weekly evening meetings. The Department's proposed 1993-94 budget includes overtime at the same level as in 1992-93, in the amount of \$4,773. 1992-93 overtime expenditures through 4/30/93 were \$2,745.
5. The proposed budget includes a 1426 Senior Clerk Typist position which has been vacant since January 31, 1993. The Mayor has reduced this position from 40 hours per week in 1992-93 to 30 hours per week in 1993-94. The Department reports that they have proposed to the Mayor to eliminate the 1426 Senior Clerk Typist position and to increase temporary salaries \$18,264 in order to increase the part-time clerk typist to 32 hours per week.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **37 Permit Appeals**

Comments: (continued)

6. The Department reports that as a result of proposed expenditure reductions, support services would be reduced and departmental staff would be required to absorb the support services duties in addition to their regular duties.

In addition, while the Board of Permit Appeals will continue to schedule the same number of hearings in 1993-94 as in 1992-93, the waiting time to receive a hearing will be longer because the Department's overall response to the public will be slower. It is estimated that an individual may wait 6 to 8 weeks in 1993-94 to attend a hearing whereas the waiting time in 1991-92 was 3 weeks. The Department also advises that there will be delays in providing and processing information for the public.

Recommendation:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 65 Rent Arbitration Board

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	1,570,002	1,642,690	72,688	4.6
Subtotal, Mayor's Budget	<u>\$1,570,002</u>	<u>\$1,642,690</u>	<u>\$72,688</u>	<u>4.6 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			<u>0</u>	<u>n/a</u>
Total Revenues	\$1,570,002	\$1,642,690	\$72,688	4.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,570,002	\$1,642,690	\$72,688	4.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			<u>0</u>	<u>n/a</u>
Total Expenditures	\$1,570,002	\$1,642,690	\$72,688	4.6 %
Mayor's Listed Positions:				
Permanent	20.0	20.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>20.0</u>	<u>20.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(1.42)	(0.60)	0.82	(57.75)
Other Adjustments			<u>0.00</u>	<u>n/a</u>
Total FTE	18.58	19.40	0.82	4.41 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **65 - Rent Arbitration Board**

Financial Data:

The Residential Rent Stabilization and Arbitration Board's proposed \$1,642,690 budget for 1993-94 is \$72,688 or 4.6 percent greater than the original 1992-93 budget of \$1,570,002. The net increase from the revised 1992-93 budget to the Standardized budget is \$63,750 or 4.0 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Rent Arbitration Board	\$1,570,002	\$1,578,940	\$1,642,690	\$1,642,690

Department Revenues

All owners of rental units, with the exception of those that are four units or less and are owner occupied, including residential hotel units, are subject to the provisions of the Rent Stabilization and Arbitration Board. In May, 1993, the Board of Supervisors approved a \$2 increase in the annual Rent Stabilization and Arbitration fees from \$8 to \$10 for each apartment rental unit and an increase of \$1 from \$4 to \$5 for all residential hotel units in San Francisco. Monies generated by these annual fees are used to pay for the costs of operating and administering the Rent Stabilization and Arbitration Board. Any surplus collected in a given year is carried forward to the following year.

The proposed FY 1993-94 budget includes \$1,604,000 of revenues from this annual Rent Board fee. This represents an increase of \$38,721, or approximately 2.5% more than the \$1,565,279 included in the FY 1992-93 budget. Together with the other fees of approximately \$20,000 that the Rent Board collects, and carryforward funds from FY 1992-93, the Department should have sufficient revenues to cover the Rent Board's proposed expenditures.

Department Expenditures

The Rent Stabilization and Arbitration Board's proposed FY 1993-94 budget of \$1,642,690 represents an increase of \$63,750 or four percent over the revised FY 1992-93 budget of \$1,578,940. Much of this increase is due to salary and labor costs, as a result of the addition of a AA44 Senior Hearing Officer and the deletion of a 2982 Rent Board Supervisor which was approved during FY 1992-93, at an annual salary increase of \$10,701. In addition, the FY 1993-94 budget proposes a reduction of \$38,686 in salary savings.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division: **65 - Rent Arbitration Board**

The Rent Board's budget includes reductions in retirement contributions, City computer services and office rental expenses. However, these reductions will be offset by equipment purchase costs of \$13,082, data processing hardware and supplies of \$9,118, database design work of \$5,000 and systems analyst expenses of \$1,020. These additional costs are a result of the Rent Board transfer from their current WANG computer system to a personal computer LAN network.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

65 Rent Arbitration Board

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Workers Compensation (326751)</u>								
1044	370	Workers Compensation				\$16,000	\$10,000	\$6,000
		Reduce to reflect actual amount anticipated. High level of stress claims from prior years is no longer warranted, due to improved work environment.						
<u>Rent Arbitration Board Fund (404020)</u>								
1045	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				935,212	896,526	*
1048	001	Salary Savings Increase salary savings to same amount as in FY 1992-93.	9993			(28,879)	(67,565)	38,686
1045	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				205,285	195,615	9,670
1046	307	Tax Collector Reduce to FY 1992-93 level since increase reflected salary standardization increases which will not be increased for FY 1993-94.				149,563	138,151	11,412
1046	350	Reproduction Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				7,656	7,583	73

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

65 Rent Arbitration Board

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
1046	351	City Mail Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.			\$8,850 \$8,064	\$786
1046	365	CAO-Insurance Reduce based on CAO agreement with Rent Board.			750 300	450
		Total				<hr/> \$67,077

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 71 Real Estate		Budget Detail: Budget Summary:		Page 2003
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,429,153	\$893,153	(536,000)	-37.5
General Fund Unallocated	753,701	1,166,180	412,479	54.7
Other Departmental Revenue	1,974,850	1,970,656	(4,194)	-0.2
Subtotal, Mayor's Budget	\$4,157,704	\$4,029,989	(\$127,715)	-3.1 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	1,356,056	1,653,460	297,404	21.9
Other Revenues			0	n/a
Total Revenues	\$5,513,760	\$5,683,449	\$169,689	3.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,157,704	\$4,029,989	(\$127,715)	-3.1 %
Supplemental Appropriations			0	n/a
Recoveries	1,356,056	1,653,460	297,404	21.9
Other Expenditures			0	n/a
Total Expenditures	\$5,513,760	\$5,683,449	\$169,689	3.1 %
Mayor's Listed Positions:				
Permanent	23.0	23.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	23.0	23.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.99)	(0.59)	0.40	(40.40)
Other Adjustments			0.00	n/a
Total FTE	22.01	22.41	0.40	1.82 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 71 Real Estate

Financial Data:

The Real Estate Department's proposed \$4,029,989 budget for 1993-94 is \$127,715 or 3.1 percent less than the original 1992-93 budget of \$4,157,704. The net decrease from the revised 1992-93 budget to the Standardized budget is \$146,961 or 3.5 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Real Estate Administration	<u>\$4,157,704</u>	<u>\$4,176,950</u>	<u>\$4,029,989</u>	<u>\$4,029,989</u>
Total	<u>\$4,157,704</u>	<u>\$4,176,950</u>	<u>\$4,029,989</u>	<u>\$4,029,989</u>

Department Revenues

The Real Estate Department's projected revenues of \$2,863,809 for FY 1993-94 represent a decrease of approximately \$540,194 or 15.9 percent from the FY 1992-93 projected revenues of \$3,404,003. The decrease is primarily due to the Rental of Rooms and Space revenue, which consists of Moscone Center Garage revenues, being transferred to Unallocated General Fund Revenues. The Controller advises that although the Real Estate Department is responsible for collecting the Moscone Garage revenues, the Controller believes that it is more appropriate for these revenues to be budgeted as Unallocated General Fund Revenues as are all other garage revenues City-wide.

Department Expenditures

The Real Estate Department is proposing to transfer three positions, a 1656 Head Accountant, a 4144 Assistant Director of Property and a 4150 Director of Property, from its General Fund budget to its Work Order budget. This transfer of positions results in the Department's General Fund budget being reduced by \$220,204 in Permanent Salaries and \$46,335 in corresponding Fringe Benefits, for a total reduction of \$266,539.

A work order to Light, Heat and Power was reduced from \$7,210 to zero funding (see comment on the next page).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 71 Real Estate

Comment

The Real Estate Department has jurisdiction over the Hallidie Plaza located near the Bart Powell Street exit. The Department advises that the work order funding for Light, Heat and Power is earmarked to pay for utility costs at Hallidie Plaza. According to the Department, if funding is not restored, the Department will have no monies to pay for utility costs to keep Hallidie Plaza lighted. The Mayor's Office has submitted a clerical error to restore \$6,481 for this purpose.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

Real Estate

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Van Ness Building (421388)</u>								
2006	130	Materials and Supplies				\$17,400	\$11,914	\$5,486
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
2007	310	Central Shop				545	130	415
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
<u>Internal Service Fund (421164)</u>								
2007	313	Civil Service - Miscellaneous				255	98	157
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
Total Recommended Reductions								\$6,058

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 30 Civil Service		Budget Detail: Budget Summary:		Page 1868
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	7,422,970	6,755,950	(667,020)	-9.0
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$7,422,970</u>	<u>\$6,755,950</u>	<u>(\$667,020)</u>	<u>-9.0 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		150,000	150,000	n/a
Other Revenues			0	n/a
Total Revenues	\$7,422,970	\$6,905,950	(\$517,020)	-7.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	-\$7,422,970	\$6,755,950	(\$667,020)	-9.0 %
Supplemental Appropriations			0	n/a
Recoveries		150,000	150,000	n/a
Other Expenditures			0	n/a
Total Expenditures	\$7,422,970	\$6,905,950	(\$517,020)	-7.0 %
Mayor's Listed Positions:				
Permanent	121.0	119.0	-2.0	-1.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>121.0</u>	<u>119.0</u>	<u>-2.0</u>	<u>-1.7 %</u>
Adjustments (FTE):				
Overtime/Temporary	2.57	2.59	0.02	0.78 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(10.54)	(18.26)	(7.72)	73.24
Other Adjustments			0.00	n/a
Total FTE	113.03	103.33	(9.70)	(8.58) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **30 Civil Service**

Financial Data:

The Civil Service proposed \$6,755,950 budget for 1993-94 is \$667,020 or 9 percent less than the original 1992-93 budget of \$7,422,970. The net decrease from the revised 1992-93 budget to the Standardized budget is \$727,277 or 9.7 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Applicant Services	\$7,422,970	\$7,483,227	0	0
Classifications and Compensation	0	0	\$1,255,378	\$1,255,378
Equal Employment Opportunity and Affirmative Action	0	0	562,655	562,655
General Services	0	0	2,106,952	2,106,952
Management and Employee Development	0	0	426,304	426,304
Recruitment and Selection	<u>0</u>	<u>0</u>	<u>2,404,661</u>	<u>2,404,661</u>
Total	\$7,422,970	\$7,483,227	\$6,755,950	\$6,755,950

Comments:

Proposition B, approved in the November, 1991 election, authorized the use of collective bargaining procedures instead of the Salary Standardization method under Charter Section 8.407 for determining annual salary adjustments. For 1993-94, the Service Employees International Union (SEIU) Locals 535, 250 and 790 and the International Federation of Professional and Technical Engineers Local 21 unions, elected to determine wages through collective bargaining pursuant to Proposition B.

Prior to 1993-94, the Civil Service Department has been a single program. Beginning with 1993-94 the Civil Service Department is reorganized into the following five divisions:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **30 Civil Service**

Classification, Compensation & Labor Relations

The Classification Division has principal responsibility for the maintenance of the citywide classification system. The Division conducts classification and reclassification studies, processes personal service contracts, reviews requisitions and makes staffing recommendations. The Classification Division includes the Compensation, Payroll Audit and Labor Relations Units.

Equal Employment Opportunity & Affirmative Action

The Equal Employment Opportunity (CEO) and Affirmative Action (AA) Division administers city-wide EEO/AA programs to ensure equal employment opportunity and to promote diversity in the workforce which is reflective of the City and County's diverse population. The Division provides assistance in establishing and monitoring departmental AA goals, investigates discrimination complaints, prepares statistical reports, reviews examination plans, performs specialized recruitment, administers special programs and conducts city-wide EEO/AA training.

General Services

The General Services Division consists of the 5 members of the Civil Service Commission, the General Manager's office, the Assistant Secretary's office, the Business Management Unit, the Certification Unit, the Information Services Unit, the Mail & Reproduction Unit, and the Personnel Services Unit.

Management and Employee Development

This Management and Employee Development Division provides responsive training and consulting services to City Departments that empowers managers and employees to achieve their business objectives, particularly that of providing the highest quality service to the community. The program promotes the development of productive employees through comprehensive training in performance management, progressive discipline, effective communication, planning and problem solving.

Recruitment and Selection

The Recruitment and Selection Division administers employee selection programs for job classifications which by Charter are required to be filled through competitive examination. It has management oversight of and provides technical and computerized applications support to the decentralized examination programs and the Fire Consent Decree examination program. Program functions include providing employment-related information to the public and City employees, recruitment, applicant processing, job analyses, test development and administration, and generation of eligible lists.

The Mayor's proposed 1993-94 budget reflects a decrease of two positions and reduced salaries and fringe benefits totalling approximately \$800,000.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

30 Civil Service

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Classifications and Compensation Project (332270)</u>								
1881	201	Programmatic Project * Reserve pending outcome of November, 1993 election regarding Charter Amendment to change salary survey requirements which would eliminate need to survey private sector salary data.				\$96,000	\$96,000	*
<u>Classifications and Compensation (332304)</u>								
1882	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				42,456	41,784	*
1903	001	Personnel Analyst Reduce to maximum Salary at top step.	1242	1	1	48,800	48,128	\$672
1882	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				9,824	9,656	168
<u>General Services (332247)</u>								
1888	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,183,939	1,183,025	*
1905	001	Secretary II Reduce to maximum Salary at top step.	1446	1	1	37,480	36,566	914
1888	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				296,986	296,746	240

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

30 Civil Service

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
1888	190	Other Non Personal Services				\$124,189	\$94,933	\$29,256
		As the result of a change in the ownership of the 44 Gough Street building that the Civil Service administrative offices occupy, the annual rent for 1993-94 is decreasing. This change in rent was announced on June 1, 1993.						
								<hr/>
Total Recommended Reductions								\$31,250
Total Recommended Reserves								\$96,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 33 Health Service			Budget Detail: Budget Summary:	Page 1913
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$0	\$0	\$0	n/a %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	2,102,746	2,574,848	472,102	22.5
Other Revenues	348,470	62	(348,408)	-100.0
Total Revenues	\$2,451,216	\$2,574,910	\$123,694	5.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures			\$0	n/a %
Supplemental Appropriations			0	n/a
Recoveries	2,451,216	2,574,910	123,694	5.0
Other Expenditures			0	n/a
Total Expenditures	\$2,451,216	\$2,574,910	\$123,694	5.0 %
Mayor's Listed Positions:				
Permanent	44.0	42.0	-2.0	-4.5 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	44.0	42.0	-2.0	-4.5 %
Adjustments (FTE):				
Overtime/Temporary	0.79	1.72	0.9	117.7 %
Supplemental Appropriations			0.0	n/a
Salary Savings	(4.68)	(3.21)	1.5	-31.4
Other Adjustments			0.0	n/a
Total FTE	40.1	40.5	0.4	1.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **33 Health Service System**

Financial Data:

The Health Service System's proposed \$ 2,574,910 budget for 1993-94 is \$123,694 or 5.0 percent more than the original 1992-93 budget of \$2,451,216. The net increase from the revised 1992-93 budget to the Standardized budget is \$82,476 or 3.3 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>Health Service System</u>				
Health Service Administration	\$2,451,216	\$2,492,434	\$2,574,910	\$2,574,910

Comments:

1. The budget includes 7.9 percent salary savings in Health Service Administration and 3.2 percent salary savings in Dental Administration.

2. The budget includes overtime in the amount of \$457. This amount is unchanged from FY 1992-93. The Department reports that overtime is necessary for the Administration Division to meet deadlines imposed for payroll rate changes and the processing of Open Enrollment period health, dental, disability, and dependent care plan changes occurring in the month of April to be effective July 1st.

3. The budget includes temporary salaries in the amount of \$66,422 or \$36,093 more than the FY 1992-93 amount of \$30,329. Temporary salaries are requested for the following:

<u>Position</u>	<u>1992-93</u>	<u>1993-94</u>
1404 Clerk	\$30,329	\$33,353
A962 Employee Benefit Technician	0	33,069
Total	\$30,329	\$66,422

The Department reports that the services of 1.4 FTE 1404 Clerks are needed on a part-time as-needed basis to work during peak periods such as the April open enrollment period, and at other times to perform clerical functions which take little training time such as filing, mail sorting, document and member file numbering, file set-up, and assembly of enrollment forms for submission to providers.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **33 Health Service System**

The Department reports that the proposed 1993-94 budget includes temporary salaries for two A962 Employee Benefit Technicians for six months in order to assist with the anticipated significant reduction in the City's work force and the corresponding increase in applications to the Health Service System for continuation coverage under Federal COBRA provisions and the City's involuntary leave policies. Such an increase in applications is expected to result from layoffs which are expected under the 1993-94 budget.

4. However, 2 A962 Employee Benefit Technicians have been deleted from the Mayor's proposed 1993-94 budget:

<u>Position</u>	<u>Number</u>	<u>Amount</u>
A962 Employee Benefits Technician	(2)	\$(66,137)

The Department reports that the elimination of the two Class A962 Employee Benefits Technicians will impair operations and delay its response to inquiries submitted by active and retired City employees concerning health, dental, disability, and dependent care coverage provided through the Health Service System.

5. The proposed budget includes personal services contracts in the amount of \$257,792. This amount is \$94,475 more than the 1992-93 amount of \$163,317.

<u>Contractor</u>	<u>Amount 1992-93</u>	<u>Amount 1993-94</u>
EDP Equipment		
Rental and Maintenance	\$46,177	\$46,177
Actuarial Services	36,000	36,000
Health Care Evaluation, Inc.	81,140	175,615
Total	\$163,317	\$257,792

The Department reports that new contract costs for Health Care Evaluation, Inc. are due to higher rates which were effective October, 1992. The existing vendor was the lowest bidder. Health Care Evaluation, Inc. provides health care cost containment services. This includes hospital and outpatient utilization review, medical case management, and review of selected medical claims.

Recommendation:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

				Page 1926
Department/Division: 44 Retirement System		Budget Detail: Budget Summary:		
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			0	n/a
General Fund Unallocated	\$3,572,420	\$6,108,187	\$2,535,767	71.0
Other Departmental Revenue	5,284,048	5,868,151	584,103	11.1
Subtotal, Mayor's Budget	\$8,856,468	\$11,976,338	\$3,119,870	35.2 %
Adjustments:				
Supplemental Appropriations			0	n/a %
Recoveries			0	n/a
Other Revenues	\$19,667,081	\$24,410,999	\$4,743,918	24.1
Total Revenues	\$28,523,549	\$36,387,337	\$7,863,788	27.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$8,856,468	\$11,976,338	\$3,119,870	35.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures	19,667,081	24,410,999	4,743,918	24.1
Total Expenditures	\$28,523,549	\$36,387,337	\$7,863,788	27.6 %
Mayor's Listed Positions:				
Permanent	103.0	91.0	-12.0	-11.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	103.0	91.0	-12.0	-11.7 %
Adjustments (FTE):				
Overtime/Temporary	2.47	5.80	3.33	134.82 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(5.16)	(3.95)	1.21	(23.45)
Other Adjustments			0.00	n/a
Total FTE	100.31	92.85	(7.46)	(7.44) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

Financial Data:

The Retirement System's proposed \$11,976,338 budget for 1993-94 is \$3,119,870 or 35.2 percent more than the original 1992-93 budget of \$8,856,468. The net decrease from the revised 1992-93 budget to the Standardized budget is \$11,845,720 or 49.7 percent because the cost of brokers' commissions and investment advisors for 1992-93 was included in the revised but not in the original 1992-93 appropriations.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Retirement Services	\$3,618,642	\$3,920,537	\$4,288,283	\$4,288,283
Workers' Compensation	23,452,966	27,203,584	30,519,186	30,519,186
Investments	959,821	15,478,395	1,158,308	1,158,308
Administration	<u>492,120</u>	<u>495,752</u>	<u>421,560</u>	<u>421,560</u>
Work Order Recoveries	<u>(19,667,081)</u>	<u>(23,276,210)</u>	<u>(24,410,999)</u>	<u>(24,410,999)</u>
Total	<u>\$8,856,468</u>	<u>\$23,822,058</u>	<u>\$11,976,338</u>	<u>\$11,976,338</u>

Department Revenues

The Retirement System has no General Fund departmental revenue or fee changes affecting their current Fiscal Year 1992-93 budget or the Mayor's proposed budget for Fiscal Year 1993-94. The 11.1% increase in revenues for 1993-94 from the original 1992-93 budget is attributed to Employee Retirement Trust fund revenues. These revenues were increased in order to fund the appropriations proposed for the Retirement Services, Investments and Administration divisions.

Department Expenditures

The Retirement System's proposed 1993-94 budget reflects an overall increase of approximately \$3.1 million which is comprised of the following: 1) an increase of \$2,322,302 in the Workers Compensation Division - Non Personal Services, for a total of \$4,106,561, to be used in part for a \$3.5 million contract with a Third Party Administrator to assist the Division in adjusting workers compensation

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

claims, and 2) a net increase of \$797,568 in the Retirement Services and Investments divisions for services of other departments.

Comments:

1. The proposed staff changes within each of the Retirement System's major divisions are as follows:

Deleted Positions

A proposed reduction in staffing in Retirement Services, Workers Compensation, and Investments would result in budget savings of \$767,354 through the elimination of 18 positions as follows:

Retirement Services

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1113 Deputy General Manager	1	\$95,368
1812 Assistant Retirement Analyst	4	166,188
1844 Senior Management Assistant	1	51,547
Subtotal	6	\$313,103

Investments

<u>Position</u>		
1863 Senior systems & Procedures Analyst	1	\$61,490

Workers Compensation

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1404 Clerk	1	\$29,075
8166 Workers Compensation Supervisor II	1	73,993
8141 Workers Compensation Adjustor	4	134,441
A962 Employee Benefit Technicians	2	61,528
1602 Calculating Machine Operator	3	93,724
Subtotal	11	\$392,761

Total Savings from Deleted Positions	-18	-\$767,354
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However, the Retirement System proposes to add 5 new positions to the Workers' Compensation Division. The cost of the 5 new positions to be added to Workers' Compensation would be \$191,496. Additionally, the Retirement System reports that one 1879 Project Manager position will be added (transferred) to the Retirement Services Division from the Controller's ISD. This position is currently funded by Work Order from Retirement to ISD.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

If approved, net savings from adding 5 new positions for the 18 deleted positions shown above would be \$575,858 (\$767,354 saved from deleted positions less \$191,496 for added positions). The proposed additions are as follows:

Workers Compensation

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1630 Account Clerk	1	\$31,242
AA46 Workers Compensation Adjuster Trainee	4	160,254
Total	5	\$191,496

Currently, the Workers Compensation Division employs approximately 20 employees whose main responsibilities are to adjust approximately 9,000 claims. The caseload per adjuster ratio is presently approximately 450 cases. The State of California recommends that adjusters have no more than 200 cases at a given time. Approximately 4,400 of the 9,000 cases will be given to the new Third Party Administrator contractor. The caseload per adjuster would then be approximately 230 cases per adjuster (9,000 cases less 4,400 cases divided by 20 employees), or 30 more than the amount recommended by the State. This calculation does not include the position deletions that have been proposed for the Workers Compensation Division as shown above.

2. The Department reports that the impact of the Mayor's proposed budget on the Retirement System would be as follows:

RETIREMENT SERVICES - The Retirement System advises that the 1812 Assistant Retirement Analyst positions perform all calculations pertaining to retirement, death and refund benefits, counsel employees, update the computer system data, update retirees' data for monthly check processing and mailing, and answer members' requests for information by telephone or in writing. According to the Department, the deletion of four 1812 positions will greatly affect services to members, specifically members' requests for pension and service credit estimates, account balances and other information. Additionally, the refund of members' contributions which normally takes a maximum of eight weeks may take longer and less staff will be available to contribute to the development of the Retirement System's new computer system.

WORKERS' COMPENSATION - The Department advises that the deletion of one 8166 Workers Compensation Supervisor II position removes a management level from the Workers' Compensation Division. In addition to the planning, organizing and reviewing on a broad scale, the Division Manager would now be involved in duties normally assigned to the Workers Compensation Supervisor II such as review of actual casework, settlement of cases, monitoring the size of the caseloads, and monitoring the rehabilitation and medical management functions, in addition to the review of high profile cases because of cost and sensitivity.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **44 Retirement System**

3. The Mayor's proposed budget includes a total of \$24,410,999 in recoveries to provide funds for Workers Compensation claims which is a 4.8 percent increase from the 1992-93 revised amount of \$23,276,210. Of this \$24,410,999 amount, \$10,588,929 is allocated to the General Fund and the remaining \$13,822,070 is allocated to Special Funds. Based on the current level of Workers Compensation expenditures (including a cost-of-living increase), the City will expend a total of \$27,907,768 in Workers Compensation expenses in 1993-94 which would result in a \$3,496,769 deficit as follows:

	1993-94 budget	Actual 92-93 expenditure level adjusted by a cost of living factor for 1993-94	Projected deficit
General Fund	\$10,588,929	\$14,189,268	(\$3,600,339)
Special Funds*	<u>13,822,070</u>	<u>13,718,500</u>	<u>103,570</u>
Total	\$24,410,999	\$27,907,768	(\$3,496,769)

*Excludes the SFUSD and the San Francisco Community Colleges District

The Retirement System reports that the Third Party Administrator (TPA) began its contractual services with the Department on June 1, 1993. The contract was awarded to Noetics, Inc. The actual amount of the contract is \$3.5 million, including \$2,675,000 in the 1993-94 budget (the remaining \$825,000 was budgeted in the Department's 1992-93 budget). The Department advises that initially, costs will be somewhat higher with the TPA given the increase in the settlement and closure of cases and timely payment of benefits. However, the Department expects that the TPA will begin to save the City money by the end of FY 1993-94. The Department states that given dramatic reforms taking place at the State level and the number of layoffs anticipated as a result of the Mayor's proposed budget, it is not yet possible to determine the amount by which the TPA would help reduce the above projected deficit. The Department notes that it believes a deficit is not likely since funds budgeted for workers compensation claims have increased by \$1,134,789, from \$23,276,210 to \$24,410,999 and because the TPA is expected to reduce the cost of claims. As noted above, the Budget Analyst believes that a deficit in this account will occur.

4. The Department reports that as a result of the Mayor's projected reduction in salary increases and other factors, the Retirement Board has been able to decrease the City's retirement contribution rates for 1993-94 as follows:

Employee Type	1992-93	Original 1993-94	Adjusted 1993-94
Miscellaneous Employees	9.08%	9.08%	7.36%
Uniformed Police	24.04%	29.91%	26.92%
Uniformed Fire Fighters	43.17%	43.17%	40.02%

These adjustments result in a 1993-94 General Fund savings of \$14.5 million. The Department advises that a one-time adjustment in the above manner would not compromise the Retirement Trust Fund

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 44 Retirement System

and that the reduced contribution rates will adequately meet the future funding needs of the Retirement System's current participants and retirees. The above change in rates will take effect on July 1, 1993.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

44 - Retirement System/Workers Compensation

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>General Fund (380543)</u>								
1933	001	Permanent Salaries * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,332,181	\$1,327,990	*
1944	001	Workers Comp. Supervisor I One of the five positions is being transferred from the Employment Trust Fund in order to supervise the TPA contract. Reduce one month's funding for for this position to 11 months since position is currently vacant.	8165	5	5	293,749	289,558	\$4,191
1933	060	Fringe Benefits Corresponds to reduction in salaries.				325,782	324,734	1,048
1933	130	Materials & Supplies Actual 1992-93 expenditure level of \$35,000 adjusted to reflect transfer of caseloads to TPA and anticipated changes in procedures.				43,225	32,813	10,412
1933	100	Professional Services *Reserve six months or \$1,337,500 for the Third Party Administrator (TPA) contract expenditures pending a report submitted by the Department to the Budget Committee detailing the actual savings achieved by the contractor.				2,675,000	2,675,000	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

44 - Retirement System/Workers Compensation

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
1933	330	Light, Heat and Power				\$4,021	\$3,781	\$240
		Reduce to actual amount recommended by Light, Heat and Power.						
Total Recommended Reductions								\$15,891
Total Recommended Reserves								\$1,337,500

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 10 Superior Court		Budget Detail: Budget Summary:		Page 79
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$3,952,434	\$1,273,812	(2,678,622)	-67.8
General Fund Unallocated	21,195,249	23,737,404	2,542,155	12.0
Other Departmental Revenue	203,900	211,000	7,100	3.5
Subtotal, Mayor's Budget	<u>\$25,351,583</u>	<u>\$25,222,216</u>	<u>(\$129,367)</u>	<u>-0.5 %</u>
Adjustments:				
Supplemental Appropriations	\$537,000		(\$537,000)	-100.0 %
Recoveries		458,913	458,913	n/a
Other Revenues			0	n/a
Total Revenues	\$25,888,583	\$25,681,129	(\$207,454)	-0.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$25,351,583	\$25,222,216	(\$129,367)	-0.5 %
Supplemental Appropriations	537,000		(537,000)	-100.0
Recoveries		458,913	458,913	n/a
Other Expenditures			0	n/a
Total Expenditures	\$25,888,583	\$25,681,129	(\$207,454)	-0.8 %
Mayor's Listed Positions:				
Permanent	288.0	293.0	5.0	1.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>288.0</u>	<u>293.0</u>	<u>5.0</u>	<u>1.7 %</u>
Adjustments (FTE):				
Overtime/Temporary	1.25	1.90	0.65	52.00 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(18.10)	(21.72)	(3.62)	20.00
Other Adjustments			0.00	n/a
Total FTE	271.15	273.18	2.03	0.75 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **10 - Superior Court**

Financial Data:

The Superior Court's proposed \$25,222,216 budget for 1993-94 is \$129,367 or 0.5 percent less than the original 1992-93 budget of \$ 25,351,583. The net decrease from the revised 1992-93 budget to the Standardized budget is \$155,480 or 0.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Superior Court Operations	\$24,302,492	\$24,218,323	\$23,871,390	\$23,871,390
Worker's Compensation	103,514	103,514	103,514	103,514
Juvenile Justice Commission	82,445	83,050	116,918	116,918
Family Support Bureau Project	0	0	288,207	288,207
Trial Court Delay Reduction Project	<u>659,232</u>	<u>665,285</u>	<u>631,187</u>	<u>631,187</u>
Subtotal - General Fund	\$25,147,683	\$25,070,172	\$25,011,216	\$25,011,216
<u>Courthouse Fund</u>				
Courthouse Construction Expenses	<u>203,900</u>	<u>307,524</u>	<u>211,000</u>	<u>211,000</u>
Total	<u>\$25,351,583</u>	<u>\$25,377,696</u>	<u>\$25,222,216</u>	<u>\$25,222,216</u>

Department Revenues

Superior court revenues are budgeted for Fiscal Year 1993-94 at approximately the same level as the Revised Budget for Fiscal Year 1992-93. In Fiscal Year 1992-93 the Superior Court revised their initial estimate of approximately \$4.0 million in revenues to a revised estimate of approximately \$1.3 million because of a change in the State Trial Court Funding Act revenue allocation formula. State Trial Court Funding Act revenues are the primary source of revenues for court operations besides the General Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **10 Superior Court**

Department Expenditures

Although the proposed Fiscal Year 1993-94 budget for Superior Court Operations shows an approximately \$400,000 decrease from the original Fiscal Year 1992-93 budget of approximately \$24.3 million to approximately \$23.9 million for 1993-94, there are several increases that should be noted. The Fiscal Year 1993-94 request for payments to outside attorneys to defend persons that cannot be defended by the Public Defender and for court interpreters is approximately \$263,000 higher than for Fiscal Year 1992-93. The request for travel costs for judges and other employees to attend conferences and seminars includes a 36 percent increase. Based on actual travel cost expenditures in prior years, the Budget Analyst is recommending a reduction in the requested amount. In their personnel budget, the Superior Court is requesting the addition of five new positions, including 4 transfers (see last comment on following page), the substitution of three positions (one for more money and two for less money), one reclassification to a higher salary level and a reduction in Salary Savings (a reduction in Salary Savings has the effect of increasing the budget).

Savings proposed in the Superior Court's budget for 1993-94 occur in the requested funding for services, supplies and charges of other City departments for services rendered by those departments to the Superior Court.

Comments

Over the last few years the County Clerk function has been in the process of being integrated into the Superior Court's budget. The process of integration was completed in Fiscal Year 1992-93 adding approximately \$5.3 million to the Superior Court's Fiscal Year 1992-93 budget.

The Superior Court's budget includes the Juvenile Justice Commission budgeted at approximately \$116,000 for Fiscal Year 1993-94. The Juvenile Justice Commission is a separate function from the Superior Court operation. The Superior Court's budget also includes funding for three contracts, the Restraining Order Clinic (\$62,400), the Youth Court (\$66,000) and the Rally Project (\$36,000) that are not a part of the Superior Court operation.

During Fiscal Year 1992-93, the Superior and Municipal Courts have been in the process of combining their administrative functions in accordance with the 1991 Trial Court Realignment Act. This new State law requires such combining to effect savings from the consolidation of two court administrations into a single administration.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **10 Superior Court**

Comments (continued)

The Superior and Municipal Courts point out that they are a County function and were created and operate pursuant to State Law. Therefore, the Superior and Municipal Courts' budgets are not subject to review and adjustment by the Mayor's Office which is an office of a City's government. In the last phase of preparing the Fiscal Year 1993-94 budgets for submission to the Board of Supervisors for review and analysis, when the budget was printed by the Controller's Office, Special Salary Savings was included at 2.43 percent of the Courts' total salary budgets. The Budget Analyst concurs with the Courts in that this 2.43 percent Special Salary Savings budget recommendation should not be included in the Mayor's recommended budget for Fiscal Year 1993-94 and has made the appropriate "clerical error" correction to remove the 2.43 percent Special Salary Savings. However, the Budget Analyst has recommended that the Board of Supervisors reinstate this Special Salary Savings in order to be consistent with other City Departments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Superior Court Services (316083)								
80	001	Permanent Salaries - Misc.				\$11,807,122	\$11,708,824	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
94	001	Superior Court Clerk	0591	61	62	2,860,000	2,903,274	(\$43,274)
94	001	Judicial Clerk Senior	0681	23	22	835,455	801,274	34,181
94	001	Court Assistant, Senior	0590	4	3	209,763	162,394	47,369

The Superior Court is requesting a downward substitution of a 0591 Superior Court Clerk to a 0681 Judicial Clerk, Senior and a downward substitution of a 0636 Division Chief position to a 0590 Court Assistant, Senior position. However, the Superior Court advised the Budget Analyst in June, 1992 that the 0636 Division Chief position was to be completely eliminated in 1992-93 as part of the Trial Courts Reduction Plan. Therefore, the Budget Analyst recommends that the 0636 Division Chief be eliminated (as the Superior Court proposes), but that the proposed new, 0590 Court Assistant Senior position that would be substituted for the 0636 Division Chief not be allowed. The Superior Court indicates that since the two requested downward substitutions are linked, if the 0590 Court Assistant, Senior position is denied, the other requested substitution should be reversed.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
94	001	Superior Court Clerk Deny request for new position to replace contractor position.	0591	62	61	\$2,860,000	\$2,816,935	\$43,065
95	001	Mgmt. Info. Sys. Spec. II	0818	0	1	0	49,564	(49,564)
95	001	Mgmt. Info. Sys. Spec. III The Department has not adequately justified the upward substitution of this position which would result in an annual salary increase of \$4,762.	0819	4	3	221,608	167,282	54,326
94	001	Research Assistant	0676	9	10	422,938	471,301	(48,363)
94	001	Attorney The Department has not adequately justified the upward substitution of this position. As requested, the new 0174 Attorney position would be started at Step 2 rather than at entry level which would have resulted in (a) an increase in pay of 19 percent for the change in classification (from Step 2 at the old classification to Step 1 of the new classification) plus (b) a 5 percent bonus from entry level Step 1 to Step 2 for a total increase of 24 percent. If approved, this would result in a total annual salary increase of \$12,185.	0174	2	1	118,181	57,633	60,548
95	001	Special Salary Savings Delete Special Salary Savings that was automatically added when the budget document was printed but that was not authorized by the Court. This is a clerical adjustment.	9991			(310,972)	0	(310,972)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
95	001	Special Salary Savings The Board of Supervisors should require this Special Salary Savings consistent with Special Salary Savings requirements of all General Fund departments.	9991			\$0	(\$310,972)	\$310,972
80	010	Overtime Reduce to actual 1992-93 expenditure level. Superior Court explains that \$75,000 request is consistent with actual expenditure pattern, yet Controller's expenditure report does not support this explanation.				75,000	33,500	41,500
80	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,585,145	2,564,363	20,782
80	112	Travel Superior Court states that a 36 percent increase in their travel budget from \$48,660 for 1992-93 to the requested \$66,542 "reflects the needs of the Superior Court and is consistent with past years' travel." 47 Judges and Commissioners would attend 15 events at a total cost of \$31,145 (3 events at Palm Springs, CA). 50 other employees would attend 15 events at a total of \$26,422 (other travel costs are \$8,975 for a total requested Travel budget of \$66,542). Actual travel costs through, April, 1993 are \$21,827. The actual costs were \$31,689 for 1991-92 and \$19,791 for 1990-91. At a time when some City employees are being terminated and other City employees earning more than \$50,000 annually are requested to take pay cuts, Judges can fund some of their own travel costs or non mandated travel can be eliminated.				66,542	31,542	35,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
80	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$309,829	\$301,478	\$8,351
80	190	Other Non-Personnel Reduce Other Contractual Services (included in this account) by \$26,524 from requested \$411,448 to \$384,924 to reflect actual expenditure rate for 1992-93.				898,948	872,424	26,524
81	389	Miscellaneous Departments In previous years, the Public Defender has provided juvenile dependency representation services funded through a work order from the Superior Court. For Fiscal Year 1993-94, the Public Defender has moved this program from their workorder budget which is fully recovered from charges to the Superior Court to a regular, General Fund supported division of the Public Defender's budget. This results in the program being fully funded by the General Fund in <u>both</u> the Public Defender's budget and in the Superior Court's budget. The Public Defender claims that additional salary savings added to the Public Defender's budget by the Mayor would be applied against this program thus eliminating the General Fund funding in the Public Defender's budget. The requested amount of salary savings is applied at the discretion of the Public Defender and is thus an entirely separate issue. The additional salary savings approved by the Mayor has absolutely nothing to do with this <u>double budgeted item</u> . This requested funding in the Superior Court's proposed budget is duplicative and should be denied.				423,744	0	423,744

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

10 Superior Court

<u>Page</u>	<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u> <u>From</u> <u>To</u>	<u>Amount</u> <u>From</u> <u>To</u>	<u>Savings</u>
80	220	Equipment				\$308,300 \$276,300	\$32,000
			Reduce for equipment that is not essential at this time.				
			Total Recommended Reductions				\$997,161
			Clerical Adjustments				(\$310,972)

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division:	11 Municipal Court		Budget Detail:	Page
			Budget Summary:	102
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,302,000	\$1,302,000	\$0	0.0
General Fund Unallocated	19,452,141	18,607,376	(844,765)	-4.3
Other Departmental Revenue	240,000	1,412,000	1,172,000	488.3
Subtotal, Mayor's Budget	\$20,994,141	\$21,321,376	\$327,235	1.6 %
Adjustments:				
Supplemental Appropriations	\$98,540		(\$98,540)	-100.0 %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$21,092,681	\$21,321,376	\$228,695	1.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$20,994,141	\$21,321,376	\$327,235	1.6 %
Supplemental Appropriations	98,540		(98,540)	-100.0
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$21,092,681	\$21,321,376	\$228,695	1.1 %
Mayor's Listed Positions:				
Permanent	288.0	291.0	3.0	1.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	288.0	291.0	3.0	1.0 %
Adjustments (FTE):				
Overtime/Temporary	2.26	2.32	0.06	2.65 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(9.38)	(15.85)	(6.47)	68.98
Other Adjustments			0.00	n/a
Total FTE	280.88	277.47	(3.41)	(1.21) %

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **11 Municipal Court**

Financial Data:

The Municipal Court's proposed \$ 21,321,376 budget for 1993-94 is \$327,235 or 1.6 percent more than the original 1992-93 budget of \$20,994,141. The net increase from the revised 1992-93 budget to the Standardized budget is \$381,798 or 1.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Municipal Court Operations	\$20,130,770	\$20,029,879	\$20,375,705	\$20,375,705
Worker's Compensation	63,071	63,071	63,071	63,071
Computerization Project	<u>800,300</u>	<u>846,628</u>	<u>882,600</u>	<u>882,600</u>
Total	<u>\$20,994,141</u>	<u>\$20,939,578</u>	<u>\$21,321,376</u>	<u>\$21,321,376</u>

Department Revenues

The Municipal Court's original 1992-93 budget included \$1.1 million budgeted for Court Fees and Court Reporter Fees revenues. The proposed 1993-94 revenue budget includes this same \$1.1 million amount even though the Municipal Court revised their 1992-93 revenue budget downward to \$235,000 in midyear as the result of changes in Trial Court Funding Act revenue allocation formulas. The actual revenues received were \$490,000 or \$610,000 less than the amount originally budgeted. Since there has been no further change in the allocation formulas, the Budget Analyst is recommending that the 1993-94 revenue budget also be reduced by \$610,000 from \$1.1 million to \$490,000 for these revenues. State Trial Court Funding Act revenues are the primary source of revenues for court operations besides the General Fund.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **11 Municipal Court**

Department Expenditures

The proposed Fiscal Year 1993-94 budget for Municipal Court Operations shows an approximately \$245,000 increase from the original Fiscal Year 1992-93 budget of approximately \$20.1 million to approximately \$20.4 million for 1993-94. The Municipal Court's requested budget for salaries is up by approximately \$341,000. The Fiscal Year 1993-94 request for payments to outside attorneys to defend persons that cannot be defended by the Public Defender and for court interpreters is approximately \$343,000 higher than for Fiscal Year 1992-93. The request for equipment purchases and for equipment lease/purchases is up by approximately \$179,000 from approximately \$279,000 for 1992-93 to approximately \$458,000 for 1993-94.

In their personnel budget, the Municipal Court is requesting the addition of three new positions, the upward substitution of one position and a 2.1 percent reduction in salary savings (a reduction in salary savings has the effect of increasing the budget).

Comments

During Fiscal Year 1992-93, the Superior and Municipal Courts have been in the process of combining their administrative functions in accordance with the 1991 Trial Court Realignment Act. This new State law requires such combining to effect savings from the consolidation of two court administrations into a single administration. However, even though the two courts now have a common administration including budgeting, cost control and management reporting systems, the budget for the Municipal Court Operations for 1993-94 is increasing by approximately 1.2 percent whereas the budget for the Superior Court Operations is decreasing by approximately 1.6 percent.

The Superior and Municipal Courts point out that they are a County function and were created and operate pursuant to State Law. Therefore, the Superior and Municipal Courts' budgets are not subject to review and adjustment by the Mayor's Office which is an office of a city's government. In the last phase of preparing the Fiscal Year 1993-94 budgets for submission to the Board of Supervisors for review and analysis, when the budget was printed by the Controller's Office, Special Salary Savings was included at 2.43 percent of the Courts' total salary budgets. The Budget Analyst concurs with the Courts in that this 2.43 percent Special Salary Savings budget recommendation should not be included in the Mayor's recommended budget for Fiscal Year 1993-94 and has made the appropriate "clerical adjustment" correction to remove the 2.43 percent Special Salary Savings. However, the Budget Analyst has recommended that the Board of Supervisors reinstate this Special Salary Savings in order to be consistent with other City Departments. Further, the Budget Analyst has recommended a further adjustment to the Municipal Court's budget for (regular) Salary Savings based on the Budget Analyst's analysis of historical financial data and the actual salary expense requirements of the Municipal Court.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **11 Municipal Court**

Comments **(continued)**

Recently approved State legislation, Assembly Bill (AB) 408 regarding the de-criminalization of parking citations, makes local agencies that issue parking citations (the San Francisco Department of Parking and Traffic) also responsible for the functions of processing, collecting, and administratively reviewing and adjudicating parking citations. Therefore, the Municipal Court is in the process of transferring 57 full time equivalent (FTE) positions that currently perform these functions that are included in the Municipal Court's budget to the Department of Parking and Traffic's budget. This transfer must be completed by January 1, 1994, as required by AB 408. However this transfer is not yet reflected in the 1993-94 budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
		REVENUES						
102	7001	Court Fees				\$900,000	\$502,000	(\$398,000)
102	7006	Court Reporter Fees				200,000	0	(200,000)
		<p>The department's original 1992-93 budget included 7001 Court Fees and 7006 Court Reporter Fees at \$900,000 and \$200,000 respectively, the same as has been budgeted for 1993-94. However, the department revised the original 1992-93 estimates down to \$235,000 and zero (respectively) because of changes in the allocation of Trial Court Funding Act revenues. The Trial Court Funding Act requires that a portion of filing fees be paid to the State, but the State delayed implementation of this requirement for Court Fees and Court Reported Fees until mid fiscal year 1992-93 resulting in the Municipal Court actually retaining approximately \$490,000 in such revenues. The Municipal Court estimates that actual 1993-94 revenues will be \$502,000 and zero (respectively). The revenue budget should be adjusted to reflect these decreases in revenues.</p>						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Municipal Court Services (317016)</u>								
103	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				12,772,261	12,329,000	*
107	001	Court System Coordinator Reduce to the maximum salary at the top step.	0222	1	1	79,100	67,800	11,300
108	001	Information Clerk	0340	4	4	69,313	147,433	(78,120)
108	001	Court Reporter These adjustments correct clerical errors in the Municipal Court's budget as submitted to the Board of Supervisors.	0350	20	20	1,235,896	1,234,007	1,889
107	001	Bail Commissioner The Board of Supervisors previously approved (Files 101-92-18 and 102-92-8) the creation of this position on a pilot project basis. At the same time funding was appropriated for this position, \$60,000 was appropriated for a study to determine the need to continue this position. * Reserve six months of funding or \$38,540 for this position pending submission to the Budget Committee of the study expected to be completed within six months.	0215	1	1	77,081	77,081	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
107	001	Small Claims Legal Advisor	0260	2	1	90,796	67,536	23,260
108	001	Deputy Clerk	0330	91	90	2,610,544	2,587,864	22,680
		<p>These two new positions are not justified. The existing 0260 Small Claims Legal Advisor position is currently filled by one person working four days each week and a second person working one day each week. Thus, either person is available for coverage when the other is absent. The proposed new Small Claims Legal Advisor position would be half time.</p>						
107	001	Court System Coordinator	0222	1	1	67,800	67,800	0
107	001	Traffic System Programmer	0243	2	2	146,806	146,806	0
107	001	Assistant Court Program Manager	0278	1	1	54,300	27,150	27,150
		<p>The Municipal Court requests an upward substitution of a 0222 Court System Coordinator to a 0243 Traffic System Coordinator, which would result in an annual salary increase of \$7,666 which is already included in the proposed 1993-94 budget. As an inducement in order to justify this upward substitution the Municipal Court offers to reduce a 0278 Assistant Court Program Manager to half time at a savings of \$27,150.</p>						
108	001	Special Salary Savings	9991			(318,067)	0	(318,067)
		<p>Delete Special Salary Savings that was automatically added when the budget document was printed but that was not authorized by the Court. This is a clerical adjustment.</p>						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
108	001	Special Salary Savings The Board of Supervisors should require this Special Salary Savings consistent with Special Salary Savings requirements of all General Fund departments.	9991			0	(318,067)	318,067
108	001	Salary Savings Based on expenditures projected by the Municipal Court, the Court has realized actual salary savings at the rate of 6.5 percent for 1992-93. Increase 3 percent budget for regular salary savings for 1993-94 to 6.5 percent. This recommendation does not increase the salary savings requirement but simply continues it at the actual level achieved in 1992-93.	9993			(395,018)	(830,120)	435,102
103	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,762,479	2,682,148	80,331
103	010	Overtime Reduce to actual 1992-93 expenditure level.				64,559	61,291	3,268
103	020	Temporary Salaries Reduce to actual 1992-93 expenditure level.				61,033	41,231	19,802
103	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				5,000	4,342	658

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
103	112	Travel Justification is inadequate and incomplete. Allow \$12,400 for essential training for Judges in conjunction with the alignment of the Municipal Court with the Superior Court. Regarding the balance, at a time when some City employees are being terminated and other City employees earning more than \$50,000 are requested to take pay cuts, Judges can fund some of their own travel costs or nonmandated travel can be curtailed.				21,262	12,400	8,862
103	144	Membership Dues Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				8,670	7,800	870
103	130	Materials and Supplies Disallow automatic five percent increase for office supplies (\$3,150 savings), reduce allowance for non-capital equipment to 1992-93 budget level (\$6,000 savings) and reduce allowance for maintenance of small truck (\$1,250 savings) for mail courier between Hall of Justice and City Hall.				97,400	87,000	10,400
103	220	Equipment Purchase Deny 20 personal computers as upgrades to existing equipment (\$50,000) and one light duty station wagon automobile (\$11,000). Department has not provided sufficient justification for these items. Also reduce book budget by \$10,000 because of increased use of computerized reference service that replaces law books.				98,100	27,100	71,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
104	231	Equipment Lease/Purchase * Reserve \$200,000 for LAN system pending EIPSC approval.				360,150	360,150	*
104	318	Building Repair Projects in this account have not been reviewed by the Capital Improvements Advisory Committee. Allow funding for safety and operational necessities including emergency lights for the Criminal Bail Clerks Office (\$2,500) that operates 24 hours a day, replacement of torn carpeting (\$1,200) and computer wiring (\$3,440).				28,350	7,140	21,210
104	340	Controller - Data Processing Orientation classes on computers, costing \$3,800, are not essential this year since 1992-93 budget included \$3,100 for this activity. Those trained last year can train fellow-employees. No explanation has been provided for an additional request of \$2,069.				5,869	0	5,869
105	100	Professional Services Reduce to actual computer hardware and software maintenance and license requirements.				466,300	410,537	55,763
105	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				10,000	5,200	4,800
105	190	Other Non-Personnel Expenses Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				48,500	8,320	40,180

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

11 Municipal Court

<u>Page</u>	<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
105	130		Materials and Supplies					357,800		299,312	58,488
			Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.								
			Total Recommended Reductions								\$1,219,060
			Total Recommended Reserves								238,540
			Clerical Adjustments								(394,298)
			Revenue Adjustment								(598,000)

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 12 Juvenile Probation		Budget Detail: Budget Summary:		Page 111
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$628,632	\$1,054,750	\$426,118	67.8
General Fund Unallocated	16,079,606	17,633,846	1,554,240	9.7
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$16,708,238	\$18,688,596	\$1,980,358	11.9 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		37,500	37,500	n/a
Other Revenues			0	n/a
Total Revenues	\$16,708,238	\$18,726,096	\$2,017,858	12.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$16,708,238	\$18,688,596	\$1,980,358	11.9 %
Supplemental Appropriations			0	n/a
Recoveries		37,500	37,500	n/a
Other Expenditures			0	n/a
Total Expenditures	\$16,708,238	\$18,726,096	\$2,017,858	12.1 %
Mayor's Listed Positions:				
Permanent	271.0	278.0	7.0	2.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	271.0	278.0	7.0	2.6 %
Adjustments (FTE):				
Overtime/Temporary	20.09	20.98	0.89	4.43 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(15.94)	(22.98)	(7.04)	44.17
Other Adjustments			0.00	n/a
Total FTE	275.15	276.00	0.85	0.31 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

Financial Data:

The Juvenile Probation Department's proposed \$18,688,596 budget for 1993-94 is \$1,980,358 or 11.9 percent more than the original 1992-93 budget of \$16,708,238. The net increase from the revised 1992-93 budget to the Standardized budget is \$1,818,327 or 10.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Juvenile Probation Services	\$4,744,157	\$4,801,037	\$5,596,204	\$5,596,204
Juvenile Court Administration	2,955,969	2,982,601	2,630,033	2,630,033
Juvenile Court Worker's Compensation	148,910	148,910	148,910	148,910
Juvenile Court Work Order	272,276	302,075	250,121	250,121
Juvenile Court Work Order Recovery	(272,276)	(302,076)	(250,121)	(250,121)
Juvenile Hall	5,583,292	5,641,838	6,827,526	6,827,526
Log Cabin Ranch	1,745,758	1,761,495	1,894,819	1,894,819
YGC-Children's Baseline	<u>1,530,152</u>	<u>1,534,389</u>	<u>1,591,104</u>	<u>1,591,104</u>
 Total	 \$16,708,238	 \$16,870,269	 \$18,688,596	 \$18,688,596

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

Department Expenditures

1. Of the total increase of \$1,980,358, mandatory fringe benefits account for \$1,738,562 or 87.8 percent of the total budgetary increase (see Comment No. 2 below).

2. The Juvenile Probation Department will experience a net increase of 7 positions. A total of 12 new positions would be added, 8 of which are proposed in response to a lawsuit filed by the Youth Law Center. Five positions would be deleted. The proposed additions and deletions are as follows:

<u>Classification</u>	<u>Number</u>	<u>Amount</u>
<u>Added Positions</u>		
8320 Counselor, Juvenile Hall*	5	\$150,505
7524 Institutional Utility Worker*	2	47,670
2770 Senior Laundry Worker*	<u>1</u>	<u>22,293</u>
Subtotal	8	\$220,468

* Added in response to YLC lawsuit

<u>Deleted Position</u>		
8414 Supervisory Probation Officer	(1)	<u>(56,272)</u>
Net Change	7	\$164,196

Despite the net additional costs of \$164,196 for 7 new positions, total costs for permanent salaries will increase by only \$18,233 overall, as a result of position substitutions resulting in cost savings and other miscellaneous reductions.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

3. The proposed budget includes overtime in the amount of \$318,139 for FY 1993-94. This amount is unchanged from FY 1992-93 and provides funds for the following services:

(a) Probation Services to provide night and weekend intake functions:

<u>Classification</u>	<u>Hours</u>	<u>Amount</u>
8440 Probation Officers	28	
8442 Senior Probation Officers	<u>743</u>	
Total	771	\$28,153

(b) Overtime pay to respond to facility emergencies and staffing shortages:

<u>Classification</u>	<u>Hours</u>	<u>Amount</u>
7334 Stationary Engineers	593	\$19,347

(c) Juvenile Hall: Overtime pay is budgeted on the advice of the City Attorney to ensure compliance with the Fair Labor Standards Act and to ensure adequate coverage during emergencies and staffing shortages.

<u>Classification</u>	<u>Hours</u>	<u>Amount</u>
8318 Counselor II	2,251	\$73,885
8320 Counselor	2,477	70,029
8322 Senior Counselor	1,208	38,861
8324 Supervising Counselor	<u>958</u>	<u>34,327</u>
Total	6,894	\$217,102

(d) Log Cabin: Overtime is budgeted on the advice of the City Attorney to ensure compliance with the Fair Labor Standards Act and to ensure adequate coverage during emergencies and staffing shortages.

<u>Classification</u>	<u>Hours</u>	<u>Amount</u>
2654 Cook	302	\$8,169
2656 Chef	260	7,929
8321 Counselor	582	17,702
8323 Senior Counselor	356	11,572
8324 Supervising Counselor	<u>223</u>	<u>8,165</u>
Total	1,723	\$53,537

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

4. Temporary salaries are budgeted in the amount of \$667,192 for FY 1993-94. Expenditures for temporary salaries in FY 1992-93 were \$634,192 of which \$39,025 is attributed to the YLC lawsuit. The services to be provided with temporary positions are as follows:

<u>Services</u>	<u>Hours</u>	<u>Amount</u>
(a) Administration - to provide as needed services.		
1222 Senior Payroll Personnel Clerk	257	
7334 Stationary Engineer	1,476	
Total	1,733	\$3,248
(b) Juvenile Hall		
-Temporary substitutes for counselors on paid leave or training,	24,615	\$465,532
-8320 Counselors to respond to training issues identified in YLC lawsuit, specifically to provide coverage while permanent staff receive additional training and ensure that on-call staff are properly trained.	2,500	\$39,025
(c) Log Cabin		
2654 Cook	480	\$7,199
7203 Buildings and Grounds Maintenance Supervisor	160	4,331
7334 Stationary Engineer	160	3,479
8321 Counselor	6,640	111,378
Total	7,440	\$126,387

Comments

1. The proposed budget includes expenditure increases in response to a lawsuit filed by the Youth Law Center which alleged the following violations: poor facility conditions, inadequate staffing, and inadequately trained staff. During fiscal year 1991-92 the Department requested and received a supplemental appropriation in the amount of \$333,392 as well as Federal funds of \$1,016,554 in order to provide repairs to the facility in response to the lawsuit. Proposed expenditure increases in 1993-94 which the Department attributes to the lawsuit are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

<u>Object</u>	<u>1992-93</u>	<u>1993-94</u>
Non-personal services	\$ 0	\$43,800
Materials and supplies	0	43,310
Equipment	2,795	26,240
Training	46,484	73,340
Training for detainees	0	25,705
	<u>\$49,279</u>	<u>\$212,395</u>

2. Mandatory fringe benefits have increased by \$1,738,562 from 1992-93 to 1993-94. The proposed budget includes new expenditures of \$1,632,247 for fringe benefits as a result of employees who are enrolled in the State Employees Retirement System (PERS). No contribution was required to PERS during fiscal year 1992-93. The rate for 1993-94 will be 20.9 percent of salaries for employees who are enrolled in PERS, resulting in new mandatory fringe benefits of \$1,667,984 for these employees, or 95.9 percent of the total increase of \$1,738,562 in fringe benefit costs.

3. The proposed budget includes personal service contracts for FY 1993-94 in the amount of \$1,378,441, as follows:

<u>Service</u>	<u>Amount</u>
<u>Probation Services Work Order</u>	
Data/work processing equipment maintenance	\$33,620
Superior Court payment for youth placed with the CYA	45,000
<u>Administration</u>	
Law Enforcement Psychological Services, Inc.	13,500
DP/WP equipment maintenance	73,040
<u>Juvenile Court</u>	
Youth Advocates	586,872
Bayview Hunter's Point Foundation	285,510
Potrero-Hill Neighborhood Association	67,376
Morrisania West, Inc.	30,216
OMI Pilgrim Community Center	30,216
West Bay Filipino Multi-Service Corp.	30,216
San Francisco Boy's and Girl's Homes	<u>182,875</u>
Total	\$1,378,441

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **12 Juvenile Probation**

4. The Budget Analyst has reviewed the following documents in connection with the YLC lawsuit: the Complaint, filed by the plaintiffs, the Department's Cost to Respond to Youth Law Center Lawsuit, the Department's Link between Settlement & Budget, the legal opinion drafted by the City Attorney's Office, and the proposed Settlement Agreement. In addition, the Budget Analyst has been engaged in numerous discussions with the City Attorney's Office as well as with the Department.

There is no documentation to support that the recommended reductions made by the Budget Analyst are for expenditures which are required under the terms under the Settlement Agreement.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

12 Juvenile Probation/Juvenile Hall

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
General Fund (319558)								
120	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendations regarding individual classifications.				\$3,950,087	\$3,925,501	*
131	001	Food Service Worker Reduce the maximum salary at top step.	2604	1	1	29,148	28,397	\$751
131	001	Institutional Utility Worker The Department has adequately justified only one of these two new positions.	7524	2	1	47,670	23,835	23,835
120	113	Training Reduce to 1992-93 budgeted amounts adjusted by a cost of living factor for 1993-94.				147,045	50,000	97,045
120	190	Other Non-Personal Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				59,120	15,320	43,800
120	020	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,252,251	1,244,457	7,794

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

12 Juvenile Probation/Administration Juvenile Court

Page			Position/ Equipment					
<u>No.</u>	<u>Object</u>		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>General Fund (319574)</u>								
118	100	Professional Services				\$86,540	\$81,520	\$5,020
		Reduce to actual 1992-93						
		expenditure level adjusted by a cost						
		of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

12 Juvenile Probation/Children's Baseline

Page			Position/ Equipment					
<u>No.</u>	<u>Object</u>		<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>General Fund (318378)</u>								
124	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendation regarding individual classification.				\$311,663	\$310,624	*
135	001	Secretary I Reduce to the maximum salary at top step.	1444	1	1	32,568	31,529	\$1,039
124	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				66,160	65,837	323
Total Recommended Reductions								<u>\$179,607</u>

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 63 Law Library			Budget Detail:	Page
			Budget Summary:	1612
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	196,396	220,715	24,319	12.4
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$196,396	\$220,715	\$24,319	12.4 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$196,396	\$220,715	\$24,319	12.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures			\$0	n/a %
Supplemental Appropriations			0	n/a
Recoveries	196,396	220,715	24,319	12.4
Other Expenditures			0	n/a
Total Expenditures	\$196,396	\$220,715	\$24,319	12.4 %
Mayor's Listed Positions:				
Permanent			0.0	n/a %
Temporary	3.0	3.0	0.0	0.0
Work Order			0.0	n/a
Subtotal, Mayor's Budget	3.0	3.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings		(0.10)	(0.10)	n/a
Other Adjustments			0.00	n/a
Total FTE	3.00	2.90	(0.10)	(3.33) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **63 Law Library**

Financial Data:

The Law Library's proposed \$220,715 budget for 1993-94 is \$24,319 or 12.4 percent more than the original 1992-93 budget of \$196,396. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 22,503 or 11.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Law Library Services	\$196,396	\$198,212	\$220,715	\$220,715

Comments:

1. With respect to salary savings, the Department's proposed budget includes only the Special Salary Savings of 2.43 percent that was included for all General Fund departments.

2. The Department does not request any overtime or temporary salaries for FY 1993-94.

3. The salary for the 0180 Law Librarian is increasing by \$26,977 from \$46,359, in the FY 1992-93 budget to \$73,336 in the proposed 1993-94 budget because the Law Librarian's staff hours will be increased from 25 hours per week in 1992-93 to 40 hours per week in 1993-94. The Law Librarian position is a 40 hour per week position. It was temporarily reduced to 25 hours per week in FY 1992-93 in order to reduce budgeted salary costs.

The Law Librarian reports that there are three scheduled projects for FY 1993-94 which will require full-time administrative attention as follows:

- Supervising the move of the 320,000 volume library to an undetermined location,
- Supervising the transition from a manual accounting system to a computerized accounting system,
- Supervising the transition from a nonautomated catalogue system to an automated catalogue system.

Recommendations:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 72 County Agriculture-Weights & Measures Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$464,065	\$464,065	\$0	0.0
General Fund Unallocated	287,786	262,067	(25,719)	-8.9
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$751,851</u>	<u>\$726,132</u>	<u>(\$25,719)</u>	<u>-3.4 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	<u>\$751,851</u>	<u>\$726,132</u>	<u>(\$25,719)</u>	<u>-3.4 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$751,851	\$726,132	(\$25,719)	-3.4 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$751,851</u>	<u>\$726,132</u>	<u>(\$25,719)</u>	<u>-3.4 %</u>
Mayor's Listed Positions:				
Permanent	13.0	13.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>13.0</u>	<u>13.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.26	0.24	(0.02)	(7.69) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.10)	(0.41)	(0.31)	310.00
Other Adjustments			0.00	n/a
Total FTE	<u>13.16</u>	<u>12.83</u>	<u>(0.33)</u>	<u>(2.51) %</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 72 County Agriculture - Weights and Measures

Financial Data:

The County Agriculture - Weights and Measures Department's proposed \$726,132 budget for 1993-94 is \$25,719 or 3.4 percent less than the original 1992-93 budget of \$751,851. The net decrease from the revised 1992-93 budget to the Standardized budget is \$33,943 or 4.5 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Agriculture Weights and Measures				
Inspection	\$590,531	\$598,755	\$583,771	\$583,771
Farmers Market	<u>161,320</u>	<u>161,320</u>	<u>142,361</u>	<u>142,361</u>
Total	\$751,851	\$760,075	\$726,132	\$726,132

Department Expenditures

Salary Savings were increased by \$10,051 from \$3,942 to \$13,993.

Comments

The Agriculture/Weights and Measures Department advises that the increased Salary Savings will result in a six-month layoff of a Agricultural Inspector position. According to the Department this position is responsible for performing State-mandated inspections, which if not performed will result in decreased revenues. The Department notes additionally that if inspections are not performed according to State regulations, the State can hire non-City employees to perform the necessary inspections and charge the City for any costs incurred.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

72 - County Agriculture/Weights and Measures

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Inspection (422014)</u>								
295	190	Other Non-Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$31,975	\$29,283	\$2,692
<u>Farmers Market (422048)</u>								
299	319	Public Works - Street Cleaning Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				5,564	5,084	480
Total Recommended Reductions								\$3,172

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 74 Medical Examiner/Coroner			Budget Detail:	Page
			Budget Summary:	304
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$288,963	\$145,000	(143,963)	-49.8
General Fund Unallocated	2,990,039	2,806,560	(183,479)	-6.1
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$3,279,002	\$2,951,560	(\$327,442)	-10.0 %
Mayor's Listed Positions:				
Permanent	39.0	37.0	-2.0	-5.1 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	39.0	37.0	-2.0	-5.1 %
Adjustments (FTE):				
Overtime/Temporary	1.74	1.93	0.19	10.92 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(1.06)	(1.95)	(0.89)	83.96
Other Adjustments			0.00	n/a
Total FTE	39.68	36.98	(2.70)	(6.80) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **74 - Medical Examiner/Coroner**

Financial Data:

The Medical Examiner/Coroner Department's proposed \$2,951,560 budget for 1993-94 is \$327,442 or 10 percent less than the original 1992-93 budget of \$3,279,002. The net decrease from the revised 1992-93 budget to the Standardized budget is \$326,443 or 10 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Coroners Forensic Inquiry	\$954,449	\$953,450	\$897,695	\$897,695
Coroner	<u>2,324,553</u>	<u>2,324,553</u>	<u>2,053,865</u>	<u>2,053,865</u>
Total	<u>\$3,279,002</u>	<u>\$3,278,003</u>	<u>\$2,951,560</u>	<u>\$2,951,560</u>

Department Revenues

The Medical Examiner/Coroner's projected revenues of \$145,000 for FY 1993-94 represent a decrease of \$143,963 or 49.8 percent from the FY 1992-93 projected revenues of \$288,963. The decrease is due to the deletion of Court Fine revenues. These revenues, which consist of drunk driving fines, are now credited directly to the Municipal Court and the Adult Probation Department.

Department Expenditures

The Medical Examiner/Coroner's Permanent Salaries have been reduced by \$176,772 with a corresponding reduction in Mandatory Fringe Benefits of \$88,830, for a total reduction of \$265,602. This reduction reflects (1) the elimination of two positions, a 2458 Forensic Toxicologist position (layoff) and a 1440 Medical Transcriber position (vacant), (2) the partial defunding of a 2581 Administrative Coroner position (funding for six months) and (3) increased Salary Savings. The Coroner Administration's Other Non-Personal expenditures have been reduced by \$59,999 or 39.8 percent.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **74 Medical Examiner/Coroner**

Comments

The Coroner reports that the elimination of the Forensic Toxicologist and the Medical Transcriber along with the partial defunding of the Administrative Coroner and the increased Salary Savings allows for no flexibility in the Department's operations and will result in reduced services to the public. Specifically, the Department advises that (1) the reduced funding for the Administrative Coroner will result in the Department's business office providing reduced services to the public, including delays in the review and finalizing of death certificates and, (2) although the Department, by combining work and shifting management responsibility to the Department Head, will be able to operate at an acceptable level with the elimination of the Forensic Toxicologist, there will be no flexibility for coverage and testing during illness, vacation or compensatory time off. According to the Department, the increased Salary Savings could result in the reduction of one Forensic Pathologist position to half-time. Should such a reduction become necessary, the Department advises that it would impair the Department's ability to complete autopsy cases in a timely manner.

As noted above, the Coroner advises that while the loss of the Forensic Toxicologist will limit the Department's flexibility with regard to implementing the duties associated with this position, the Department will be able to continue to operate at an acceptable level. It should be noted however, that this position also provides professional services, including expert consultation and testimony, to the District Attorney, Public Defender and Fire Department. All of these departments have stated that the loss of the Forensic Toxicologist position will have a negative impact on their operations and could result in additional costs instead of savings if they have to contract for the services normally provided by this position.

The issue has been raised that it would be more cost effective and beneficial to the ongoing operations of the Medical Examiner/Coroner to eliminate one or two of the five 2582 Forensic Pathologist position, which are paid approximately \$130,000 annually instead of eliminating the Forensic Toxicologist position which costs approximately \$85,000 annually. The Coroner advises that the Department is certified by the National Association of Medical Examiners and that the Forensic Pathologist staffing level is based on the national guidelines set by the Association. The Coroner states additionally that all five Forensic Pathologist positions are needed in order for the Department to conduct autopsies in an efficient and timely manner.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

74 Medical Examiner/Coroner

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Coroner Forensic Inquiry (424036)</u>								
307	130	Materials and Supplies				\$48,000	0	\$48,000
		Reduce to eliminate a Work Order budget for which funding is no longer available.						
<u>Coroner Administration (424531)</u>								
312	350	Reproduction				2,750	\$2,384	366
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
Total Recommended Reductions								<u>\$48,366</u>

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 76 Animal Care and Control		Budget Detail: Budget Summary:		Page 320
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,946,025	1,765,069	(180,956)	-9.3
Other Departmental Revenue	30,333	31,878	1,545	5.1
Subtotal, Mayor's Budget	<u>\$1,976,358</u>	<u>\$1,796,947</u>	<u>(\$179,411)</u>	<u>-9.1 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		500	500	n/a
Other Revenues			0	n/a
Total Revenues	\$1,976,358	\$1,797,447	(\$178,911)	-9.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,976,358	\$1,796,947	(\$179,411)	-9.1 %
Supplemental Appropriations			0	n/a
Recoveries		500	500	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,976,358	\$1,797,447	(\$178,911)	-9.1 %
Mayor's Listed Positions:				
Permanent	40.0	38.0	-2.0	-5.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>40.0</u>	<u>38.0</u>	<u>-2.0</u>	<u>-5.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.70	0.58	(0.12)	(17.14) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(2.36)	(3.53)	(1.17)	49.58
Other Adjustments			0.00	n/a
Total FTE	38.34	35.05	(3.29)	(8.58) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **76 Animal Care and Control**

Financial Data:

The Animal Care and Control Department's proposed \$1,796,947 budget for 1993-94 is \$179,411 or 9.1 percent less than the original 1992-93 budget of \$1,976,358. The net decrease from the revised 1992-93 budget to the Standardized budget is \$336,476 or 15.8 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Animal Care and Control	<u>\$1,976,358</u>	<u>\$2,133,423</u>	<u>\$1,796,947</u>	<u>\$1,796,947</u>
Total	<u>\$1,976,358</u>	<u>\$2,133,423</u>	<u>\$1,796,947</u>	<u>\$1,796,947</u>

Department Expenditures

The Animal Care and Control Department's Permanent Salaries have been reduced by \$63,590 with a corresponding reduction in Mandatory fringe Benefits of \$17,780, for a total reduction of \$81,370. This reduction reflects the elimination of two positions, a 1434 Shelter Service Representative position (vacant) and a 3370 Animal Care Attendant position (vacant) and a Salary Savings increase of \$31,883 from \$70,733 to \$102,616. Public Pound expenditures for Other Non-Personal has been reduced by \$49,300 or 39 percent from \$126,300 to \$77,000. Public Pound expenditures for Materials and Supplies has been reduced by \$17,500 or 13.8 percent from \$126,500 to \$109,000.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **76 Animal Care and Control**

Comments

The Animal Care and Control Department reports that the elimination of the two positions noted above and the increased Salary Savings, which will result in staff layoffs, will have a negative impact on the Department's provision of services. While the Department has not made a final decision on what services will be impacted, the following service reductions are being considered:

Field Services

- No dead animals will be picked up
- Cruelty complaints will not be investigated
- Strays will no longer be picked up
- Only sick or injured animals or animal rescues will be accommodated
- Response time on calls will increase

Shelter Services

- Closing the shelter to all but emergency impounds one or two days per week
- Curtailing the number of hours per day the shelter is open

The Department also advises that effective May 1, 1993 the Department cut back on the hours the shelter is open from 12 noon to 6:00 PM instead of 11:00 AM to 6:00 PM. Additionally, requests to pick up healthy stray animals from people's homes will be accommodated between 8:00 AM and 5:00 PM only, routine patrols in parks will no longer occur and investigations of businesses engaged in the sale of animals for human consumption will no longer be made.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

Animal Care and Control

Page				Position/ Equipment	Number		Amount		
No.	Object	Account Title		Number	From	To	From	To	Savings
General Fund (421016)									
321	010	Overtime Reduce to actual 1992-93 expenditure level.					\$26,500	\$23,920	\$2,580
321	100	Professional Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.					40,500	39,000	1,500
321	190	Other Non-Personnel Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.					77,000	74,880	2,120
321	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.					109,000	107,120	1,880
322	309	Electricity Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.					5,300	4,160	1,140
322	313	Civil Service - Management Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.					765	572	193
322	316	Central Shops Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.					14,000	11,930	2,070

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

Animal Care and Control

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
322	318	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$4,000	\$1,402	\$2,598
322	351	City Mail Service Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				4,458	1,747	2,711
								<hr/>
Total Recommended Reductions								\$16,792

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**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: **79 Public Administrator/Guardian** Budget Detail: **Page 331**
 Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,170,490	\$1,240,490	\$70,000	6.0
General Fund Unallocated	766,322	730,523	(35,799)	-4.7
Other Departmental Revenue	314,818	314,818	0	0.0
Subtotal, Mayor's Budget	\$2,251,630	\$2,285,831	\$34,201	1.5 %
Adjustments:				
Supplemental Appropriations	\$131,240		(\$131,240)	-100.0 %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$2,382,870	\$2,285,831	(\$97,039)	-4.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$2,251,630	\$2,285,831	\$34,201	1.5 %
Supplemental Appropriations	131,240		(131,240)	-100.0
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$2,382,870	\$2,285,831	(\$97,039)	-4.1 %
Mayor's Listed Positions:				
Permanent	39.0	40.0	1.0	2.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	39.0	40.0	1.0	2.6 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(2.10)	(2.20)	(0.10)	4.76
Other Adjustments			0.00	n/a
Total FTE	36.90	37.80	0.90	2.44 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **79 Public Administrator - Guardian**

Financial Data:

The Public Administrator-Guardian Department's proposed \$2,285,831 budget for 1993-94 is \$34,201 or 1.5 percent more than the original 1992-93 budget of \$2,251,630. The net increase from the revised 1992-93 budget to the Standardized budget is \$10,018 or 0.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Public Administration	\$2,158,685	\$2,180,514	\$2,072,648	\$2,072,648
Day Laborers' Program	92,945	95,299	0	0
County Veteran Service Office	<u>0</u>	<u>0</u>	<u>213,183</u>	<u>213,183</u>
Total	\$2,251,630	\$2,275,813	\$2,285,831	\$2,285,831

Department Expenditures

The Public Administrator/Guardian's Permanent Salaries have been reduced by \$101,596 with a corresponding reduction in Mandatory Fringe Benefits of \$47,033, for a total reduction of \$148,629. This reduction reflects (1) four 2905 Senior Eligibility Worker positions and six 4230 Estate Investigator positions being budgeted at lower salary steps, (2) the elimination of two positions, a 9732 staff Aid II (layoff) and a 9734 Staff Assistant I (layoff) in connection with the elimination of the Public Administrator/Guardian's Day Laborers' Program and (3) increased Salary Savings.

The Public Administrator/Guardian's Other Non-Personal expenses and Materials and Supplies expenditures have also been reduced by \$19,460 and \$4,560 respectively, for a total of \$24,020 as a result of the elimination of the Day Laborers' Program.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **79 Public Administration/Guardian**

Comments:

The Public Administrator/Guardian advises that in order to meet the budgeted level of Salary Savings, an Accountant position will not be filled when the incumbent retires in late September. Additionally, while the current caseload in the FRAIL Program (a representative-payee program for seniors) will continue to be served, as these cases are closed, due to client deaths, fewer new cases will be accepted by the Department in order to reduce the caseload by approximately 100.

Notwithstanding the budget reductions noted above, the Public Administrator/ Guardian's total proposed 1993-94 budget reflects a net increase of one position due to the addition of the County Veterans Service Office (CVSO). This program has an annual cost of \$213,183. The Board of Supervisors approved a Supplemental Appropriation Ordinance in the amount of \$131,240 to pay for the CVSO, which became operational February 11, 1993. The CVSO assists veterans in obtaining Federal entitlements and provides veterans with outreach and referral services.

The Mayor's Office is proposing that the Day Laborers' Program, which has been eliminated from the Public Administrator/Guardian budget, be transferred to the Mayor's Office of Community Development. The Mayor's proposed budget for 1993-94 includes \$6,871 in Temporary Salaries and \$68,618 for other Non-Personal services, for a total of \$75,489 for the Day Laborers' Program. The costs of this program in 1992-93 in the Public Administrator/Guardian budget was \$92,945. The Mayor's Office is proposing to use Temporary Salaries to retain the two existing program staff for one month, and then subsequently to contract out these services for the remaining eleven months.

The Day Laborers' Program was established to assist day workers with job placement, adequate compensation and fair treatment. Specifically, the program is aimed at (1) setting up and organizing a system for job distribution, (2) developing a list of employers and employment resources, (3) utilizing media outreach and public relations and (4) providing information regarding social services, job and language training and other benefits to laborers, including information regarding legal rights in the workplace and immigration law.

Notwithstanding the elimination of the two staff positions assigned to the Day Laborers' Program the Public Administrator/Guardian's total position count, as noted above, has increased by one position due to the three positions added for the County Veterans Service Office.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

Public Administrator Guardian

Page			Position/ Equipment	Number		Amount			
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>	
<u>General Fund (429506)</u>									
332	303	Real Estate				\$1,550	\$874	\$676	
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.							
332	313	Civil Service - Management Training				510	258	252	
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.							
								<hr/>	
Total Recommended Reductions									\$928

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
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Department/Division: 04 District Attorney

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$2,893,078	\$10,044,945	\$7,151,867	247.2
General Fund Unallocated	15,519,154	13,930,435	(1,588,719)	-10.2
Other Departmental Revenue	6,745,727	0	(6,745,727)	-100.0
Subtotal, Mayor's Budget	\$25,157,959	\$23,975,380	(\$1,182,579)	-4.7 %
Adjustments:				
Supplemental Appropriations	\$791,880		(\$791,880)	-100.0 %
Recoveries			0	n/a
Other Revenues		1,080,147	1,080,147	n/a
Total Revenues	\$25,949,839	\$25,055,527	(\$894,312)	-3.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$25,157,959	\$23,975,380	(\$1,182,579)	-4.7 %
Supplemental Appropriations	791,880		(791,880)	-100.0
Recoveries			0	n/a
Other Expenditures		1,080,147	1,080,147	n/a
Total Expenditures	\$25,949,839	\$25,055,527	(\$894,312)	-3.4 %
Mayor's Listed Positions:				
Permanent	328.0	343.0	15.0	4.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	328.0	343.0	15.0	4.6 %
Adjustments (FTE):				
Overtime/Temporary	0.00	1.13	1.13	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(21.69)	(37.99)	(16.30)	75.15
Other Adjustments	(4.28)	(1.72)	2.56	(59.81)
Total FTE	302.03	304.42	2.39	0.79 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

Financial Data:

The District Attorney's proposed \$23,975,380 budget for 1993-94 is \$1,182,579 or 4.7 percent less than the original 1992-93 budget of \$25,157,959. The net decrease from the revised 1992-93 budget to the Standardized budget is \$101,528 or 0.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Project Expenditures	\$1,097,484	\$1,115,436	\$1,120,532	\$1,120,532
Criminal and Civil Prosecution	13,142,319	13,044,171	12,816,297	12,816,297
Worker's Compensation	104,051	104,051	104,051	104,051
Administration	477,413	479,834	418,890	418,890
Family Support	<u>10,336,692</u>	<u>10,413,563</u>	<u>9,515,610</u>	<u>9,515,610</u>
Subtotal	\$25,157,959	\$25,157,055	\$23,975,380	\$23,975,380
<u>Grant Fund</u>				
Criminal & Civil Prosecution			<u>1,080,147</u>	<u>1,080,147</u>
Subtotal	\$25,157,959	\$25,157,055	\$25,055,527	\$25,055,527
<u>Work Order Fund (Prosecution)</u>				
Commission on the Status of Women	0	215,419	0	0
District Attorney	835,574	1,609,805	1,426,905	1,426,905
Work Order Recovery	<u>(835,574)</u>	<u>(1,825,224)</u>	<u>(1,426,905)</u>	<u>(1,426,905)</u>
TOTAL	<u>\$25,157,959</u>	<u>\$25,157,055</u>	<u>\$25,055,527</u>	<u>\$25,055,527</u>

Department Expenditures

1. New Expenditures

The proposed budget includes an increase of \$64,911 for temporary salaries. This amount was transferred from permanent salaries to pay salary costs for grant-funded positions pending resolution of the State budget process.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

Financial Data:

The District Attorney's proposed \$23,975,380 budget for 1993-94 is \$1,182,579 or 4.7 percent less than the original 1992-93 budget of \$25,157,959. The net decrease from the revised 1992-93 budget to the Standardized budget is \$101,528 or 0.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Project Expenditures	\$1,097,484	\$1,115,436	\$1,120,532	\$1,120,532
Criminal and Civil Prosecution	13,142,319	13,044,171	12,816,297	12,816,297
Worker's Compensation	104,051	104,051	104,051	104,051
Administration	477,413	479,834	418,890	418,890
Family Support	<u>10,336,692</u>	<u>10,413,563</u>	<u>9,515,610</u>	<u>9,515,610</u>
Subtotal	\$25,157,959	\$25,157,055	\$23,975,380	\$23,975,380
<u>Grant Fund</u>				
Criminal & Civil Prosecution			<u>1,080,147</u>	<u>1,080,147</u>
Subtotal	\$25,157,959	\$25,157,055	\$25,055,527	\$25,055,527
<u>Work Order Fund (Prosecution)</u>				
Commission on the Status of Women	0	215,419	0	0
District Attorney	835,574	1,609,805	1,426,905	1,426,905
Work Order Recovery	<u>(835,574)</u>	<u>(1,825,224)</u>	<u>(1,426,905)</u>	<u>(1,426,905)</u>
TOTAL	<u>\$25,157,959</u>	<u>\$25,157,055</u>	<u>\$25,055,527</u>	<u>\$25,055,527</u>

Department Expenditures

1. New Expenditures

The proposed budget includes an increase of \$64,911 for temporary salaries. This amount was transferred from permanent salaries to pay salary costs for grant-funded positions pending resolution of the State budget process.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS

1993-94

Department/Division: **04 District Attorney**

According to the District Attorney's office, an increase in Other Non-Personal Services of \$49,457 reflects lease-purchase payments as well as maintenance costs for a voice mail/digital dictation system. The proposed expenditure does not appear in the Department's equipment detail for lease purchases. Further investigation of this item has revealed that the increase of \$49,457 is not comprised entirely of maintenance costs as represented by the Department in its line item explanations. Rather, the increase is comprised of equipment lease payments of \$35,198.40 and maintenance costs of \$14,258.16. However, the maintenance component is not needed to keep the equipment operating since the equipment is still under warranty. Rather, this maintenance is 24-hour on-call service as well as system support to keep the Department abreast of state-of-the-art technology. Finally, the Department cannot identify, with reasonable certainty, any salary savings resulting from the implementation of the system. Therefore, the Budget Analyst recommends deletion of this expenditure because the District Attorney has failed to justify sufficiently this expenditure.

The District Attorney's proposed budget for Police services has increased by \$27,190 from \$148,823 to \$176,013 to reflect the District Attorney's share of the maintenance and operation costs of the Court Management System, the automated system at the Hall of Justice. The increase represents system conversion costs resulting from the Police Department's transition to another system.

2. Deleted Positions

A net total of 6 positions have been deleted from the District Attorney's 1993-94 budget, all in the Family Support Bureau, as follows:

<u>Classification</u>	<u>Number</u>	<u>Amount</u>
0620 Court Commissioner-Sup. Ct.	1	84,721
0710 Court Reporter-Sup. Ct.	1	59,280
1650 Accountant	1	36,905
8113 Court Clerk	2	100,503
8306 Senior Deputy Sheriff	<u>1</u>	<u>76,251</u>
Total	6	\$357,660

Six positions are proposed to be added to the Special Investigations Unit, as discussed below, resulting in no net change in the District Attorney's General Fund position count. However, 15 grant funded positions are included in the District Attorney's budget for the first time, with annual salaries totalling \$765,387. The salaries, fringe benefits, and other related costs of these 15 positions are fully funded from the grant revenues.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

3. Expansion of Welfare Fraud Investigations

The District Attorney's proposed budget includes an increase of \$591,331 from \$835,574 to \$1,426,905, for the District Attorney's Special Investigations Unit (SIU), which conducts welfare fraud investigations under work order from the Department of Social Services. The State Department of Social Services administers State and Federal funds which reimburse 92.5 percent of the authorized expenditures of this program.

The amounts which were budgeted in 1992-93 for the Special Investigations Unit (SIU) and which are included in the District Attorney's proposed budget for 1993-94 for this program are as follows:

<u>Personnel</u>	<u>Max Salary</u>	<u>Current (1992-93)</u>		<u>Proposed (1993-94)</u>		<u>Increase</u>
		<u>FTE</u>	<u>Total</u>	<u>FTE</u>	<u>Total</u>	
<u>Investigation</u>						
8147 Sr. Investigator	\$57,394	1	\$57,394	2	\$114,788	\$57,394
8146 Investigator	52,800	8	329,327	11	580,800	251,473
8150 Principal Investigator	77,256	1	77,256	1	77,256	0
8132 Assistant Investigator	41,447	0	0	1	35,055	35,055
<u>Prosecution</u>						
1426 Senior Clerk Typist	33,069	1	33,069	1	33,069	--
1458 Legal Secretary	42,856	1	42,856	1	42,856	--
8178 Senior Attorney	80,727	2	161,455	2	161,455	--
8180 Principal Attorney	98,136	<u>0</u>	<u>0</u>	<u>1</u>	<u>98,136</u>	<u>98,136</u>
Total Salaries			\$701,357		\$1,143,415	\$442,058
Fringe benefits			157,058		226,096	69,038
Salary savings			<u>(44,041)</u>		<u>(79,206)</u>	<u>(35,165)</u>
Total Personnel		14	\$814,374	20	\$1,290,305	\$475,931
<u>Operating Expenses</u>						
Non Personal Services			13,842		16,242	2,400
Materials, Supplies, Xerox rental			7,358		13,858	6,500
5 Automobiles @ \$17,000 ea.			0		85,000	85,000
5 Vehicle radios @ \$2,000 ea.			0		10,000	10,000
Personal Computer			0		2,500	2,500
Vehicle Maintenance, fuel			<u>0</u>		<u>9,000</u>	<u>9,000</u>
Totals			\$835,574		\$1,426,905	\$591,331

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **04 District Attorney**

Although the Mayor's proposed budget includes \$1,426,905 for this program in 1993-94, the San Francisco Department of Social Services was informed on June 14, 1993 that the State has approved expenditures of only \$1,022,582 for this program in 1993-94, or \$404,323 less than the budgeted amount. Therefore, the Budget Analyst recommends that the Mayor's proposed 1993-94 budget for the SIU be reduced by \$404,323 from \$1,426,905 to \$1,022,582, since the State Department of Social Services has authorized only \$1,022,582 in reimbursable SIU expenditures in 1993-94.

4. Weekend Rebooking Services/Jail Overcrowding

In January, 1993, the Board of Supervisors approved a \$438,000 supplemental appropriation ordinance for the District Attorney to provide additional funds for salaries in the Prosecution Division. These funds were used to provide weekend re-booking services to relieve jail overcrowding. No additional positions were added in 1992-93 as a result of the supplemental appropriation; rather, the supplemental appropriation was used to offset 1992-93 salary savings so that salaries for the week-end rebooking services could be funded. The total estimated cost of re-booking services was \$471,335; however, only \$438,000 was appropriated in 1992-93 due to the availability of other funds in the District Attorney's 1992-93 budget.

The Mayor's Budget includes salary and fringe benefit amounts of \$146,483 for the weekend rebooking program. Since the estimated cost of these services in 1993-94 will be \$471,335, the District Attorney has requested that the Mayor submit a clerical error for an additional \$324,852 in order to fully fund this activity. To date, the Budget Analyst has not received this clerical error from the Mayor.

5. Family Support Bureau

The Mayor's Budget includes a reduction of \$294,520 in salaries and fringe benefits for the Family Support Bureau. Based on concerns of the District Attorney that State and Federal subventions would be reduced, the Mayor is submitting a clerical error to restore this funding.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

04 District Attorney

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Prosecution Division</u>								
<u>General Fund (303271)</u>								
7	190	Other Non-Personal Services				458,817	409,360	49,457
		According to the District Attorney, this expenditure is comprised of lease purchase payments as well as maintenance costs for a voice mail/digital dictation system. This request includes a proposed expenditure of \$35,198.40 which does not appear in the Department's equipment detail for lease purchases and a proposed expenditure for 24-hour on-call maintenance costs and system support in the amount of \$14,258.16 which is not needed since the equipment is still under warranty. Therefore these two items totalling \$49,456.56 (\$49,457) should be denied.						
8	389	Misc. Departments				35,465	32,057	3,408
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

04 District Attorney

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Special Investigation Unit (SIU)</u>								
<u>Work Order Fund (303677)</u>								
14	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,064,209	786,035	*
30	001	Salary Savings Reduce funding for new positions based on disapproval of the proposed expenditures by the State Department of Social Services, which had been expected to provide funds for the new expenditures.	9993			(79,206)	(357,380)	278,174
14	020	Mandatory Fringe Benefits Corresponds to increase in salary savings, reflecting lack of sufficient State funds for proposed new positions.				226,096	178,790	47,306
14	220	Equipment Purchase Reduce funding for equipment based on disapproval of the proposed expenditures by the State Department of Social Services, which had been expected to provide funds for the new expenditures.				97,500	18,657	78,843
Subtotal - SIU:								\$404,323

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **04 District Attorney**

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Family Support Bureau								
General Fund (303610)								
22	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				5,460	3,820	1,640
23	303	Real Estate Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				7,500	2,280	5,220
23	313	Civil Service Management Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				1,360	556	804
23	351	City Mail Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				199,628	189,074	10,554
22	001	Permanent Salaries - Misc. The recommended reduction in Permanent Salaries - Misc. is the total of the specific recommendations regarding individual classifications.				4,780,529	5,050,849	*
32	001	Special Salary Savings The adjustment corrects the Mayor's budget as submitted to the Board of Supervisors.	9991			(126,532)	0	(126,532)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

04 District Attorney

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
32	001	Salary Savings The adjustment corrects the Mayor's budget as submitted to the Board of Supervisors.	9993		(300,000) (156,212)	(143,788)
32	001	Salary Savings To adjust 1993-94 Salary Savings to a percentage level consistent with 1992- 93.	9993		(156,212) (260,353)	104,141
		Total Recommended Reductions				\$579,547
		Total Mayor's Clerical Errors				(270,320)

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 05 Public Defender

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Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$25,000	\$25,000	\$0	0.0
General Fund Unallocated	8,726,232	9,015,777	289,545	3.3
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$8,751,232	\$9,040,777	\$289,545	3.3 %
Adjustments:				
Supplemental Appropriations	\$220,000		(\$220,000)	-100.0 %
Recoveries	442,417		(442,417)	-100.0
Other Revenues			0	n/a
Total Revenues	\$9,413,649	\$9,040,777	(\$372,872)	-4.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$8,751,232	\$9,040,777	\$289,545	3.3 %
Supplemental Appropriations	220,000		(220,000)	-100.0
Recoveries	442,417		(442,417)	-100.0
Other Expenditures			0	n/a
Total Expenditures	\$9,413,649	\$9,040,777	(\$372,872)	-4.0 %
Mayor's Listed Positions:				
Permanent	99.0	106.0	7.0	7.1 %
Temporary			0.0	n/a
Work Order	6.0		-6.0	-100.0
Subtotal, Mayor's Budget	105.0	106.0	1.0	1.0 %
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(7.53)	(7.67)	(0.14)	1.86
Other Adjustments	(0.80)		0.80	(100.00)
Total FTE	96.67	98.33	1.66	1.72 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **05 Public Defender**

Financial Data:

The Public Defender's proposed \$9,040,777 budget for 1993-94 is \$289,545 or 3.3 percent more than the original 1992-93 budget of \$8,751,232. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 109,622 or 1.2 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Criminal and Special Defense	\$8,724,480	\$8,904,403	\$9,014,025	\$9,014,025
Workers Compensation	<u>26,752</u>	<u>26,752</u>	<u>26,752</u>	<u>26,752</u>
Total	\$8,751,232	\$8,931,155	\$9,040,777	\$9,040,777

Department Expenditures

The Public Defender reports that the proposed salary savings of 7.7 percent will require the Department to lay off attorneys. Should layoffs occur, the courts are required to appoint private counsel at a cost which is higher than that of Public Defender representation.

The number of positions increased from 105 in 1992-93 to 106 in the proposed 1993-94 budget. The budget includes the addition of 1 new 8446 Court Alternative Specialist at a net increase in salary costs of \$22,810.

The only other personnel changes in the proposed 1993-94 budget concern the following 6 positions which were funded in 1992-93 under work-order from the Superior Court, but which will now be funded through direct appropriation in the Public Defender's budget:

<u>Position</u>	<u>Number</u>	<u>Amount</u>
2940 Child Welfare Worker	1.0	\$53,584
8174 Attorney	3.0	163,941
8176 Trial Attorney	1.0	64,885
8178 Senior Attorney	<u>1.0</u>	<u>76,883</u>
Total	6.0	\$359,293

The addition of these positions to the Public Defender's budget results in increased General Fund salary costs of \$359,293 and mandatory fringe benefit costs of approximately \$72,522 for a total increase in cost of \$431,815 in the Public Defender's budget, since these positions will no longer be funded by a work order from the Superior Court. The Superior Court currently funds these positions with General Fund monies. However, we are recommending that in 1993-94 the funding for the work order be deleted from the Superior Court budget in the amount of \$423,744 because these positions will be fully funded in the Public Defender's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

05 Public Defender

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
General Fund (304113)								
38	001	Permanent Salaries * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$6,515,987	\$6,493,177	*
44	001	Court Alternative Spec. The Department has not provided sufficient justification for a new position, particularly when the Public Defender states that layoffs of existing positions in his own Department will occur, let alone the numerous City-wide layoffs that are occurring.	8446	2	1	86,130	63,320	\$22,810
38	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,315,233	1,309,531	5,702
39	310	Central Shop Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				12,255	10,000	2,255
39	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				4,780	2,999	1,781
Total Recommended Reductions								\$32,548

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 06 Sheriff

Budget Detail:
Budget Summary:

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	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,497,865	\$1,497,865	\$0	0.0
General Fund Unallocated	40,374,981	52,032,813	11,657,832	28.9
Other Departmental Revenue	42,000	42,000	0	0.0
Subtotal, Mayor's Budget	<u>\$41,914,846</u>	<u>\$53,572,678</u>	<u>\$11,657,832</u>	<u>27.8 %</u>
Adjustments:				
Supplemental Appropriations	\$6,233,055		(\$6,233,055)	-100.0 %
Recoveries		32,000	32,000	n/a
Other Revenues		346,022	346,022	n/a
Total Revenues	\$48,147,901	\$53,950,700	\$5,802,799	12.1 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$41,914,846	\$53,572,678	\$11,657,832	27.8 %
Supplemental Appropriations	6,233,055		(6,233,055)	-100.0
Recoveries		32,000	32,000	n/a
Other Expenditures		346,022	346,022	n/a
Total Expenditures	\$48,147,901	\$53,950,700	\$5,802,799	12.1 %
Mayor's Listed Positions:				
Permanent	540.0	585.0	45.0	8.3 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>540.0</u>	<u>585.0</u>	<u>45.0</u>	<u>8.3 %</u>
Adjustments (FTE):				
Overtime/Temporary	12.44	16.89	4.45	35.77 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(7.94)	(36.28)	(28.34)	356.93
Other Adjustments	<u>(4.31)</u>		<u>4.31</u>	<u>(100.00)</u>
Total FTE	540.19	565.61	25.42	4.71 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **06 Sheriff**

Financial Data:

The Sheriffs proposed \$53,572,678 budget for 1993-94 is \$11,657,832 or 27.8 percent more than the original 1992-93 budget of \$41,914,846. The net increase from the revised 1992-93 budget to the Standardized budget is \$11,749,487 or 27.9 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
San Bruno Project - Besk Case	\$375,902	\$375,902	\$1,871,025	\$1,871,025
Prisoner Custody	33,871,250	34,302,743	42,387,284	42,387,284
Court Security and Process Service	5,057,467	5,086,867	6,254,985	6,254,985
Administration	1,996,376	1,795,243	2,518,098	2,518,098
Worker's Compensation	571,851	571,851	499,286	499,286
AB 1109 Vehicle Repair and Maint.	<u>42,000</u>	<u>36,607</u>	<u>42,000</u>	<u>42,000</u>
Subtotal	\$41,914,846	\$42,169,213	\$53,572,678	\$53,572,678
<u>Grant Fund</u>	<u>0</u>	<u>0</u>	<u>346,022</u>	<u>346,022</u>
Total	<u>\$41,914,846</u>	<u>\$42,169,213</u>	<u>\$53,918,700</u>	<u>\$53,918,700</u>

Department Expenditures

As a requirement of the Besk case settlement, the Sheriff is required to (a) increase staff at San Bruno Jail No. 3, b) purchase recreational materials and c) repair various jail facilities. Ongoing costs of the Besk case settlement increase the Sheriff's 1993-94 budget request by approximately \$1.5 million to pay for 30 new staff positions that were added by supplemental appropriation in April, 1993.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **06 Sheriff**

To alleviate overcrowding at the Hall of Justice Jail No. 1 in order to avoid fines assessed by the Federal Court for such overcrowding, the Sheriff is renting beds at the Alameda County Jail and at privately operated facilities. The added burden on transportation of prisoners between these facilities and the Jails required a supplemental appropriation in December, 1992 to add 24 new positions for transportation and security during transport which adds a cost of approximately \$1.0 million to the Sheriff's budget on an annual basis. The Sheriff's Office reports that the average daily population at these facilities has increased since December, 1992. Combined with an expected increase in the rate for beds at the Alameda County Jail and the Mayor's reduction in funding included in the 1993-94 budget, the Sheriff's Office projects an approximately \$1.5 million shortfall in funding for renting beds.

The two supplemental appropriations noted above added a total of 54 positions to the Sheriff's Office. Including a grant in the 1993-94 budget adds two more positions for a total of 56 positions. The Mayor has deleted 11 positions from the Sheriff's budget. The net effect of these changes is an increase of 45 positions.

Another major contributor to the increase in the Sheriff's requested budget for 1993-94 is an increase in the State Public Employees Retirement System (PERS) rate. All Sheriff's Deputies are members of the PERS State Retirement System. For the last few years the Sheriff has not had to make any contributions to the PERS because PERS had accumulated a surplus and as a result of the surplus, did not require contributions for members. The increase in Mandatory Fringe Benefits for 1993-94 is approximately \$5.2 million of which approximately \$4.9 million is attributable to the PERS rate increase.

Overtime and Materials and Supplies were underfunded in 1992-93 which required supplemental appropriations in order to provide basic levels of security at the jails and food and clothing for the prisoners. The 1993-94 budget for Overtime is up by approximately \$500,000 and Material and Supplies is up approximately \$1.0 million. Miscellaneous other items account for the other approximately \$2.5 million in increases.

Comments

The City is operating under a Consent Decree regarding overcrowding of prisoners at the Hall of Justice Jail No. 1. Under the Consent Decree, the Federal Court may impose fines on the City when overcrowding occurs or when the number of Deputy Sheriff guards at Jail No. 1 fall below a certain level. Fines collected by the Federal Court are deposited in a trust fund. The Federal Court allows the City to use some of the monies in the trust fund to alleviate the overcrowding situation.

The City also recently settled in the William Besk case regarding safety, overcrowding and other living conditions at the San Bruno Jail No. 3. The Besk case settlement requires the City to add more security guard positions to the Jail No. 3 staff, as well as enhance the recreational program for prisoners at Jail No. 3.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **06 Sheriff**

The Sheriff has also received two major supplemental appropriations for materials and supplies (\$750,000) and for overtime (\$690,864) to augment the 1992-93 budget in order to partially alleviate the conditions at the jails that lead to the Consent Decree action and the Besk case.

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
<u>San Bruno Project - Besk Case (305029)</u>								
49	012	Holiday Pay				\$54,812	\$37,180	\$17,632
		The Sheriff's Office overbudgeted this item because this proposed budget was prepared prior to settlement of the Besk Case. The actual requirements were less costly than anticipated.						

Administration (306605)

60	190	Other Non-Personal Services				90,500	81,972	8,528
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
Total Recommended Reductions								\$26,160

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 13 Adult Probation			Budget Detail:	Page
			Budget Summary:	140
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$467,611	\$467,611	\$0	0.0
General Fund Unallocated	6,087,101	6,955,327	868,226	14.3
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$6,554,712</u>	<u>\$7,422,938</u>	<u>\$868,226</u>	<u>13.2 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		262,794	262,794	n/a
Total Revenues	\$6,554,712	\$7,685,732	\$1,131,020	17.3 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,554,712	\$7,422,938	\$868,226	13.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures		262,794	262,794	n/a
Total Expenditures	\$6,554,712	\$7,685,732	\$1,131,020	17.3 %
Mayor's Listed Positions:				
Permanent	124.0	127.0	3.0	2.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>124.0</u>	<u>127.0</u>	<u>3.0</u>	<u>2.4 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.62	1.67	1.05	169.35 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(5.50)	(9.91)	(4.41)	80.18
Other Adjustments			0.00	n/a
Total FTE	119.12	118.76	(0.36)	(0.30) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **13 Adult Probation**

Financial Data:

The Adult Probation Department's proposed \$ 7,422,938 budget for 1993-94 is \$868,226 or 13.2 percent more than the original 1992-93 budget of \$ 6,554,712. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 1,150,572 or 17.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Adult Investigation	\$1,718,901	\$1,718,901	\$1,975,364	\$1,975,364
Adult Probation Supervision	3,332,436	3,308,648	3,740,293	3,740,293
Administration	<u>1,503,375</u>	<u>1,507,611</u>	<u>1,707,281</u>	<u>1,707,281</u>
Subtotal	\$6,554,712	\$6,535,160	\$7,422,938	\$7,422,938
Grant Fund			<u>262,794</u>	<u>262,794</u>
Total	<u>\$6,554,712</u>	<u>\$6,535,160</u>	<u>\$7,685,732</u>	<u>\$7,685,732</u>

Department Expenditures

There is no net change in the number of General Fund positions from 1992-93 to 1993-94. However, there has been position activity throughout the fiscal year as a result of shifting positions from the Community Services Division into Administration. The effect of these changes is a net increase of \$122,075 in the 1993-94 Budget, which results from concomitant upgrades as these positions were moved from Community Services to Administration. Grant-funded positions result in a net increase of 3 positions (see comment below).

Reclassifications

The Department has proposed the upward reclassification of an 8446 Court Alternative Specialist to an 8440 Probation Officer, resulting in increased salary costs of \$4,210.

<u>Position</u>	<u>Number</u>	<u>Amount</u>
8440 Probation Officer	1	\$46,275
8446 Court Alternative Specialist	(1)	(42,065)
	0	\$4,210

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1992-93

Department/Division: **13 Adult Probation**

The Department has proposed the upward reclassification of a 1844 Senior Management Assistant to an 8434 Supervising Adult Probation Officer, resulting in increased salary costs of \$4,300.

<u>Position</u>	<u>Number</u>	<u>Amount</u>
8434 Supervising Adult Probation Officer	1	\$56,045
1844 Senior Management Assistant	(1)	(51,745)
	0	4,300

Comments:

1. Mandatory Fringe Benefits have increased by \$685,134 from FY 1992-93 to FY 1993-94. No contribution was required to the State Employees Retirement System (PERS) during fiscal year 1992-93. The rate for fiscal year 1993-94 was 20.9% of salaries or an increased cost of \$820,873. Salary savings reduced the impact of the increase, yielding the net increase of \$685,134.

2. The department has included 3 grant funded positions with annual salaries totaling \$135,121. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues. The addition of these positions results in an increase in the number of permanent positions from 124 in FY 1992 - 93 to 127 in FY 1993 - 94.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

13 Adult Probation/Pre-Sentencing Investigation

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>General Fund (320531)</u>								
145	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,436,529	\$1,397,143	*
152	001	Supervising Adult Probation Officer	8434	3	3	169,461	168,815	\$646
152	001	Probation Officer	8440	13	13	633,888	601,579	32,309
152	001	Senior Probation Officer Budgeted salaries exceed maximum annual salary at the top step.	8442	13	13	683,335	676,904	6,431
145	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				367,306	357,235	10,071

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

13 Adult Probation/Administration

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
<u>General Fund (320549)</u>								
148	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,098,237	\$1,092,165	*
154	001	Principal Clerk	1408	2	2	82,415	79,762	\$2,653
154	001	Senior Clerk Typist	1426	2	2	66,391	66,137	254
154	001	Senior Transcriber Typist	1432	1	1	38,856	36,566	2,290
154	001	Secretary I	1444	1	1	31,650	31,529	121
154	001	Senior Account Clerk	1632	1	1	36,025	35,888	137
154	001	Telephone Operator	1706	1	1	30,627	30,511	116
154	001	Legal Process Clerk	8106	1	1	31,650	31,529	121
154	001	Chief Adult Probation Officer Budgeted salaries exceed maximum annual salary at the top step.	8436	1	1	99,534	99,154	380
148	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				270,102	268,609	1,493

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

13 Adult Probation/Supervision

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>General Fund (320507)</u>								
141	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$2,812,932	\$2,705,587	*
150	001	Supervising Adult Probation Officer	8434	6	6	338,922	337,630	\$1,292
150	001	Probation Officer Budgeted salaries exceed maximum annual salary at top step.	8440	37	37	1,818,228	1,712,175	106,053
141	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				748,236	719,918	28,318
		Total Recommended Reductions						\$192,685

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 31 Fire Department

Budget Detail:
Budget Summary:

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	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,474,274	\$2,098,357	\$624,083	42.3
General Fund Unallocated	142,175,846	118,770,326	(23,405,520)	-16.5
Other Departmental Revenue	8,486,629	7,643,716	(842,913)	-9.9
Subtotal, Mayor's Budget	<u>\$152,136,749</u>	<u>\$128,512,399</u>	<u>(\$23,624,350)</u>	<u>-15.5 %</u>
Adjustments:				
Supplemental Appropriations	(16,667,000) *		\$16,667,000	n/a %
Recoveries		500,810	500,810	n/a
Other Revenues			0	n/a
Total Revenues	\$135,469,749	\$129,013,209	(\$6,456,540)	-4.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$152,136,749	\$128,512,399	(\$23,624,350)	-15.5 %
Supplemental Appropriations	(16,667,000) *		16,667,000	-100.0
Recoveries		500,810	500,810	n/a
Other Expenditures			0	n/a
Total Expenditures	\$135,469,749	\$129,013,209	(\$6,456,540)	-4.8 %
Mayor's Listed Positions:				
Permanent	1,604.0	1,595.0	-9.0	-0.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>1,604.0</u>	<u>1,595.0</u>	<u>-9.0</u>	<u>-0.6 %</u>
Adjustments (FTE):				
Overtime/Temporary	54.57	36.98	(17.59)	(32.23) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(39.46)	0.00	39.46	(100.00)
Other Adjustments	<u>(12.73)</u>	<u>(107.77)</u>	<u>(95.04)</u>	<u>746.58</u>
Total FTE	1606.38	1524.21	(82.17)	(5.12) %

*Includes net effect of expenditure reductions
(primarily reduced uniformed retirement
contributions) in October, 1992

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **31 Fire Department**

Financial Data:

The Fire Department's proposed \$128,512,399 budget for 1993-94 is \$23,624,350 or 15.5 percent less than the original 1992-93 budget of \$152,136,749. The net decrease from the revised 1992-93 budget to the Standardized budget is \$15,474,363 or 10.7 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
General Firefighting	\$122,220,076	\$112,260,550	\$103,428,982	\$103,428,982
Bureau of Fire Prevention	4,169,905	3,976,420	3,584,609	3,584,609
Bureau of Fire Investigation	1,296,610	1,214,957	1,135,866	1,135,866
Bureau of Support Services	4,658,901	3,595,880	3,109,856	3,109,856
Bureau of Training	1,814,496	1,696,299	1,440,420	1,440,420
Consent Decree	2,007,736	4,995,637	2,175,007	2,175,007
Computer Assisted Dispatch System	101,776	82,381	121,109	121,109
Administration	3,338,381	3,194,790	2,844,702	2,844,702
Worker's Compensation	4,042,239	4,042,239	3,028,132	3,028,132
Work Order (unrecovered)	<u>0</u>	<u>722,423</u>	<u>0</u>	<u>0</u>
Subtotal - General Fund	\$143,650,120	\$135,781,576	\$120,868,683	\$120,868,683
<u>Airport Operating Fund</u>				
Airport Firefighting	7,026,460	6,584,120	6,317,099	6,317,099
<u>Port Operating Fund</u>				
Port Firefighting	<u>1,460,169</u>	<u>1,621,066</u>	<u>1,326,617</u>	<u>1,326,617</u>
Total	<u>\$152,136,749</u>	<u>\$143,986,762</u>	<u>\$128,512,399</u>	<u>\$128,512,399*</u>

* Does not include 1993-94 Salary Standardization increases for Uniform personnel of the Department. Funds for this purpose are reserved in the General Fund Salary Standardization Reserve and are estimated by the Controller to amount to approximately \$6.2 million.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **31 Fire Department**

Department Revenues

Fire Department General Fund revenues are projected to increase by approximately \$624,000 in Fiscal Year 1993-94 from approximately \$1.5 million in 1992-93 to approximately \$2.1 million.

Department Expenditures

The Mayor's proposed budget for 1993-94, when compared to the current, 1992-93 budget, reflects a total reduction of approximately \$23.6 million. However, the net reduction after taking into account the October, 1992 reduction to the 1992-93 budget of \$16,667,000 as a result of reduced retirement contributions is approximately \$6.9 million (\$23.6 less \$16.7 million). This net \$6.9 million reduction includes reductions of approximately \$5.1 in salaries, approximately \$1.8 million in Overtime and Extended Work Week (Extended Work Week is overtime pay to Firefighters and Officers to work extra shifts in order to maintain full coverage at all Fire Stations), approximately \$0.4 million in Temporary Salaries and an increase of approximately \$1.0 million in Premium Pay in General Fund-supported Fire Department programs. The net reduction also includes a reduction of approximately \$0.8 million in Airport and Port funded Mandatory Fringe Benefits.

The net reduction in nine budgeted positions from 1,604 in 1992-93 to 1,595 for 1993-94 is the result of the elimination of nine, vacant H10 Chief's Aide positions. Eight of these positions were not funded in the 1992-93 budget. Therefore, there is no dollar savings from deleting such unfunded positions, this action only reduces the position count. The ninth position was a vacant position.

Due to fiscal constraints, the Mayor's proposed 1993-94 budget for the Fire Department includes an increase in salary savings to effect a work furlough program throughout the Department totalling 120 hours per employee. Although the Mayor's proposed budget explanations state that this will be accomplished "on a rotating basis....without closure of any fire houses", the Fire Department advises that either an Engine Company or a Ladder Company where both companies occupy the same building, will be closed temporarily on a rotating basis in order to meet the increased salary savings requirements.

Comments

Several years ago there was a freeze on hiring new Firefighters pending the outcome of a Federal Court case regarding hiring practices. The case has been settled by a Consent Decree and the Fire Department is hiring new recruits again but has not yet filled all positions authorized and necessary in order to maintain full coverage staffing at all Fire Stations. Therefore in order to maintain the required full staffing at the stated daily minimum compliment of 294 Firefighters and Officers, the department has required some staff to work overtime to fill in for positions that are vacant.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1993-94

Department/Division: **31 Fire Department**

The Consent Decree Division realized approximately \$200,000 in savings for 1992-93 because a "challenge" delayed performing hiring and promotional examinations. The Department has requested that the Mayor allow these funds to be carried over to 1993-94 and has based their proposed 1993-94 budget on approval of this carryover.

In the Budget Analyst's 1980 Management Audit of the operation of the Fire Department, the Budget Analyst recommended the elimination of the H10 Chief's Aide classification that are essentially drivers for Chiefs. For 1993-94 the Fire Department's proposed budget includes 47 H10 Chief's Aide positions. In the current year budget (1992-93) the Fire Department has 56 H10 Chief's Aide positions authorized but only 47 of these are funded because the Mayor's Office had deleted funding for nine H10 Chief's Aide positions that are no longer required for operations because one Fire Division was deactivated. For 1993-94, the Mayor has eliminated the nine unfunded H10 Chief's Aide positions, resulting in a reduction in position count only since these positions were not funded in 1992-93 by the Mayor. The 1993-94 budget for H10 Chief's Aide is \$2,362,624 plus fringe benefits. However, the Fire Department advises that should all 47 remaining H10 Chief's Aide positions be eliminated, the incumbents would bump down into H2 Firefighter positions. Therefore this would not result in a net decrease in positions but would result in the H10 positions being paid at the lower, H2 Firefighter salary. The Fire Department estimates that the net savings from eliminating the H10 Chief's Aide classification would be approximately \$300,000. Such a reduction is a policy option for the Board of Supervisors.

The Fire Department pays a premium to some employees that work on holidays, even if they are assigned to administrative and non-fire suppression functions. Firefighters and Officers in suppression functions must provide an around-the-clock availability to respond to emergencies at all times, including holidays. Firefighters and Officers in some non-suppression functions work on holidays and receive pay at the overtime rate of time and one-half, even though the duties that they perform do not require an around-the-clock presence. The Firefighters current three-year Memorandum of Understanding, requires that some of these non-suppression Firefighters and Officers receive "Staff Duty Assignment Pay" which adds the extra one-half time premium to the regular salary to equal total pay at the rate of time and one-half for working on holidays. Other non-suppression uniform employees receive "Holiday Pay" which adds the extra one-half time premium to the regular salary to equal total pay at the rate of time and one-half for working on holidays. Staff Duty Assignment Pay is budgeted in the Premium Pay account and Holiday Pay is budgeted in the Holiday Pay account. The Mayor's proposed budget for 1993-94 has already deleted Holiday Pay for the Bureau of Fire Prevention (Prevention was budgeted for \$113,634 in 1992-93 for Holiday Pay). The proposed 1993-94 budget for Holiday Pay is \$217,814 for non-suppression Fire Department functions, as follows:

Bureau of Fire Investigation	\$58,296
Bureau of Support Services	86,122
Bureau of Training	63,581
Administration	<u>9,815</u>
Total	\$217,814

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **31 Fire Department**

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
<u>Work Orders (530089)</u>								
						\$50,000	\$28,000	\$22,000
158	315	Water Department						
		Reduce to 1992-93 budget amount.						
		This account was in the Bureau of						
		Fire Support Services in 1992-93.						

Computer Aided Dispatch (333203)

163	001	Permanent Salaries - Miscellaneous				85,540	85,540	*
		* The recommended reduction in						
		Permanent Salaries - Misc. is the total						
		of the following specific						
		recommendations regarding individual						
		classifications.						
184	001	Chief of Systems	1880L	1	1	87,670	87,670	*
		* Reserve \$50,000 for this position						
		pending submission of a report to the						
		Board of Supervisors as to status of						
		a Request for Proposal for a						
		computer system. This Request for						
		Proposal is being prepared by this						
		position. This is a limited tenure						
		position established in 1992-93 for						
		purposes of preparing the Request						
		for Proposal. Yet the Request for						
		Proposal for a computer system to be						
		used jointly by the Police						
		Department and Emergency Medical						
		Services is still not complete.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Port Fireboat (530212)</u>								
166	020	Temporary Salaries Reduce to actual usage level for 1992-93.				\$172,186	\$122,477	\$49,709
<u>General Firefighting (530071)</u>								
169	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				114,561	112,518	*
189	001	Executive Secretary I Reduce to maximum salary at the top step.	1450	1	1	41,923	39,880	2,043
169	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				29,035,809	29,035,360	449

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
<u>Prevention (530014)</u>								
171	001	Permanent Salaries * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,140,800	\$1,135,722	*
191	001	Fire Safety Inspector II Reduce to maximum salary at the top step.	6281	15	15	824,879	819,801	\$5,078
171	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				957,910	956,793	1,117
171	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				600	100	500
<u>Investigation (530006)</u>								
173	112	Travel Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				284	69	215
173	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. Allow \$1,000 for items finally billed at end of the fiscal year.				5,000	1,000	4,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Fire Support Services (530022)</u>								
175	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$394,209	\$383,067	*
195	001	Senior Telephone Operator	1708	1	1	41,027	33,539	\$7,488
195	001	Stationary Engineer Reduce to maximum salary at the top step.	7334	3	3	139,896	136,242	3,654
175	002	Permanent Salaries - Uniform * The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.				1,104,634	1,103,930	*
195	002	Special Services Officer Reduce to maximum salary at the top step.	H29	1	1	61,882	61,178	704

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

<u>Page</u>			<u>Position/ Equipment</u>						
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>	
175	012	Holiday Pay Holiday Pay at time and one-half to work on Christmas, Thanksgiving, etc. is totally unjustified for Fire Department uniform administrative positions which are not being used to fight fires. The Police Department does not pay for such work at time and one-half. Delete Holiday Pay for those administrative personnel. These reductions would be for uniform classifications not covered by the Firefighter's MOU that requires the payment of Staff Duty Assignment Pay in lieu of Holiday Pay. Allow Holiday Pay funding for dispatchers and stationary engineers that monitor the pump station.				\$86,122	\$68,037	\$18,085	
175	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				676,335	673,532	2,803	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

<u>Page</u> <u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Position/ Equipment Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Training (530139)</u>								
177	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$35,677	\$32,180	*
198	001	Senior Clerk Typist Reduce to maximum salary at the top step.	1426	1	1	36,566	33,069	\$3,497
177	002	Permanent Salaries - Uniform * The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.				818,959	765,428	*
198	002	Technical Training Specialist Deny this transfer and upward reclassification of an H2 Firefighter position in the General Firefighting Division to an H16 to function as the Supervisor of Breathing Apparatus. Department refers to this new position as a transfer, but in fact one new position would be added, and therefore, this request is not simply to transfer but rather adds to the position count. Further, a real transfer would require other Firefighters to work overtime to fill the gap created. Approval of this request would result in an annual salary increase of \$7,361, plus result in additional overtime costs as noted above.	H16	2	1	107,062	53,531	53,531

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

Page No.	Object	Account Title	Position/ Equipment Number			From	To	From	To	Savings
				From	To					
177	012	Holiday Pay Holiday Pay at time and one-half work on Christmas, Thanksgiving, etc. is totally unjustified for Fire Department uniform administrative positions which are not being used to fight fires. The Police Department does not pay for such work at time and one-half. Delete Holiday Pay for those administrative personnel. These reductions would be for uniform classifications not covered by the Firefighter's MOU that requires the payment of Staff Duty Assignment Pay in lieu of Holiday Pay.						\$63,581	0	\$63,581
177	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.						414,138	\$386,499	27,639

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

Page			Position/ Equipment						
No.	Object	Account Title	Number	From	To	From	To	Savings	
<u>Administration (530030)</u>									
179	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$854,536	\$851,443	*	
200	001	Personnel Clerk	1202	1	1	33,758	32,285	\$1,473	
200	001	Sr. Personnel Clerk Reduce to maximum salary at the top step.	1204	1	1	39,100	37,480	1,620	
179	012	Holiday Pay Holiday Pay at time and one-half work on Christmas, Thanksgiving, etc. is totally unjustified for Fire Department uniform administrative positions which are notbeing used to fight fires. The Police Departmentdoes not pay for such work at time and one-half. Delete Holiday Pay for those administrative personnel. These reductions would be for uniform classifications not covered by the Firefighter's MOU that requires the payment of Staff Duty Assignment Pay in lieu of Holiday Pay.				9,815	0	9,815	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

31 Fire Department

Page No.	Object	Account Title	Position/ Equipment Number	From	To	From	To	Savings
179	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				\$614,918	\$614,238	\$680
179	100	Professional Services This item includes a contract at \$85,000 to continue development of a Management Information System that was begun several years earlier but was put aside because of budgetary constraints in 1991-92 and reduced to \$85,000 in 1992-93. The Department is requesting the Controller's ISD to take over this project rather than contract for these services. * Reserve \$85,000 pending a decision by ISD.				264,700	264,700	*
179	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				23,705	17,605	6,100
Total Recommended Reductions								\$285,781
Total Recommended Reserves								\$135,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 38 Police Department		Budget Detail:		Page
		Budget Summary:		208
				n/a
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,044,873	\$610,054	(434,819)	(41.6)
General Fund Unallocated	183,136,755	168,841,515	(14,295,240)	(7.8)
Other Departmental Revenue	3,217,267	3,151,215	(66,052)	(2.1)
Subtotal, Mayor's Budget	\$187,398,895	\$172,602,784	(\$14,796,111)	(7.9) %
Adjustments:				
Supplemental Appropriations	(\$16,546,134) *		\$16,546,134	(100.0) %
Recoveries	3,940,572	4,502,426	561,854	14.3
Other Revenues			0	n/a
Total Revenues	\$174,793,333	\$177,105,210	\$2,311,877	1.3 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$187,398,895	\$172,602,784	(\$14,796,111)	(7.9) %
Supplemental Appropriations	(16,546,134) *		16,546,134	(100.0)
Recoveries	3,940,572	4,502,426	561,854	14.3
Other Expenditures			0	n/a
Total Expenditures	\$174,793,333	\$177,105,210	\$2,311,877	1.3 %
Mayor's Listed Positions:				
Permanent	2,455.0	2,367.0	(88.0)	(3.6) %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	2,455.0	2,367.0	(88.0)	(3.6) %
Adjustments (FTE):				
Overtime/Temporary	124.3	96.7	(27.6)	(22.2) %
Supplemental Appropriations	29.0		(29.0)	(100.0)
Salary Savings	(285.9)	(167.9)	118.1	(41.3)
Other Adjustments			0.0	n/a
Total FTE	2,322.4	2,295.9	(26.6)	(1.1) %

* Includes net effect of expenditure reductions (primarily reduced uniformed retirement contributions) in October, 1992 and recent supplemental appropriations of approximately \$3.2 million.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department: **38 Police Department**

Financial Data:

The Police Department's proposed \$172,602,784 budget for 1993-94 is \$14,796,111 or 7.9 percent less than the original 1992-93 budget of \$187,398,895. The net increase from the revised 1992-93 budget to the Standardized budget is \$5,544,586 or 3.3 percent. This entire increase can be explained by changes in the retirement contribution rate for Uniformed Police, which increased by almost six percent over the contribution rates that were revised downward in 1992-93, and the full cost of premiums granted in the Police MOU last fiscal year. Based on a recent decision by the Retirement Board, 1993-94 contribution rates will again decrease in 1993-94. However, these adjustments have not yet been made to the Mayor's recommended budget and, accordingly, are not reflected in this report.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Police Department	\$186,125,930	\$165,882,099	\$171,397,947	\$171,397,947
Office of Citizens Complaints	<u>1,272,965</u>	<u>1,176,099</u>	<u>1,204,837</u>	<u>1,204,837</u>
Total	\$187,398,895	\$167,058,198	\$172,602,784	\$172,602,784*

* Does not include 1993-94 salary standardization increases for Uniform personnel of the Department. Funds for this purpose are reserved in the General Fund Salary Standardization Reserve and are estimated by the Controller to amount to approximately \$6.5 million.

Comments:

Police Department

The Mayor's budget originally proposed the elimination of 85 filled uniformed positions. However, the layoff notices to the 85 officers were rescinded after the Mayor completed negotiations with the Police Officers Association and reached further agreement on changes to spending practices in the Police Department. Subject to approval of their membership, the POA has agreed to 3 unpaid furlough days, saving approximately \$1.4 million. The Department will also deploy on-duty officers, paid at straight time rates, to Muni Railway and Housing Authority assignments, which the Mayor estimates will produce up to \$1.5 million in savings since the Department is compensated for overtime pay. The Department will also encourage approximately 20 light duty officers to take early retirement, thus increasing savings due to uniform attrition by approximately \$1.1 million.

The additional funds required to avoid the termination of 85 Police Officers in Fiscal Year 1993-94, for salaries and fringe benefits alone, is approximately \$4.9 million before uniformed salary standardization. Also, based on current trends, further attrition of approximately 30 officers is expected by the Department during the fiscal year. The Budget Analyst has reviewed the Mayor's recommended budget for Uniformed salaries for remaining sworn positions. Based on this projection, taking into consideration expected attrition,

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **38 Police Department**

the Mayor's recommended level of salary savings, and funds required to restore the 85 uniformed officers that had been scheduled for layoff, the current budgeted expenditures for uniform salaries will be inadequate in Fiscal Year 1993-94 by at least \$1.0 million.

The Budget Analyst projects that the Fiscal Year 1993-94 budget for overtime expenditures as recommended by the Mayor is underfunded by approximately \$2.5 million. Total 1993-94 budgeted expenditures for Uniformed overtime is \$5.6 million.

The Mayor's recommended budget eliminated the Senior Escort Program, thereby reducing expenditures from the requested budget by \$2,112,069. Of this savings, the Department intended to transfer \$890,000 by work order to the Commission on Aging for continuation of an escort program and requested the addition of \$300,000 for contractual services to provide crime prevention and education services directed specifically to the City's Senior population. As of this date however, no program or budget has been developed for the expenditure of \$300,000 in contractual services for this program. The elimination of the Senior Escort Program resulted in the deletion of 52 positions authorized in the 1992-93 budget and 45 layoffs according to the Civil Service Commission.

In adopting the 1993-94 Interim Appropriation Ordinance, the Budget Committee recommended and the Mayor agreed to include funding for the Senior Escort program in the amount of \$135,000 in order to continue operations during the interim budget period of July 1, 1993 to July 31, 1993.

The Mayor's Recommended budget has deleted approximately \$500,000 in temporary salaries from the Police budget. These funds were used to pay for School Crossing Guards and have been transferred to the Department of Parking and Traffic to continue this program.

The proposed budget includes 12 new positions to strengthen the 911 Emergency Dispatch Center. These new positions conform to the recommendations of the '911 Task Force' as previously reported to the Board of Supervisors by the Budget Analyst in March, 1993. 9 Communications Dispatchers, 1 Senior Communications Dispatcher, 1 Communications Shift Supervisor and 1 Communications Coordinator will be hired in 1993-94. Overall staffing for the 911 Emergency Dispatch Center has increased by 28 authorized positions since the original 1992-93 budget was adopted.

A total of 59 existing miscellaneous positions, in addition to the 52 Senior Escort positions, have been eliminated from the Police Department's 1993-94 budget. This will result in the layoff of 27 individuals and, according to the Chief of Police, will inhibit the Department's ability to perform administrative duties with non-sworn personnel. In addition the potential layoff of 45 Senior Escort positions, the following list of positions represents the expected civilian layoffs in the Police Department.

<u>No. of Layoffs</u>	<u>Position</u>
8	1424 Clerk Typists
2	3310 Stable Attendants
1	5320 Illustrator and Art Designer
5	8202 Security Guards
7	8207 Building and Grounds Patrol Officers
1	8224 Housing Authority Police Lieutenant
1	1861 Systems and Procedures Analyst
<u>1</u>	1232 Training Officer
26	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **38 Police Department**

Equipment purchases included in the Mayor's recommended budget provide for the acquisition of 20 marked patrol vehicles and 20 unmarked vehicles. The Department had requested a total of 125 vehicles. However, due to the fact that lease purchase payments for equipment acquired in 1992-93 were deferred until this year, equipment lease purchase payments in 1993-94 will increase by approximately \$1.2 million.

Office of Citizens Complaints (OCC)

The Mayor's recommended budget cut four existing positions from the OCC's 1993-94 budget, a Chief Investigator, two Senior Clerk Typists and a Senior Administrative Analyst. Total savings from these reductions amount to approximately \$118,000 plus fringe benefits.

The OCC requested and the Mayor recommends that the OCC expend \$50,000 for moving expenses and additional rent, plus services of the Real Estate Department in the amount of \$7,500 for new office space. Part of the justification for such new space, besides the limitations of the OCC's current premises, is that additional space is needed for new staff. (The OCC requested two new positions that were denied by the Mayor, in addition to the existing positions that were deleted.)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

38 Police Department

Page			Position/ Equipment		Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings	

Police Department

247	100	Professional Services The Mayor recommends that the S.A.F.E. contract be augmented by \$300,000 in order to provide crime prevention and education services for Seniors due to the elimination of the Senior Escort Program.				\$754,463	\$754,463	*
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No RFP has been issued for this contract and a Prop. J certification will be required according to the Controller. S.A.F.E. has not yet developed a program or detailed budget for the \$300,000 difference.

* We recommend that \$300,000 be reserved from this account pending resolution of these matters and submission of a program and detailed budget to the Budget Committee.

Office of Citizens Complaints

259	020	Temporary Salaries Deny new request for temporary salaries				15,000	0	15,000
259	100	Professional Services Reduce request for professional services. Actual expenditures in 1991-92 was less than \$1,000. No expenditures have been recorded through May of 1993 in the current fiscal year.				8,500	4,500	4,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

38 Police Department

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
259	190	Other Non-Personal Services				136,674	86,674	50,000
		<p>OCC has requested \$35,000 for moving expenses and \$15,000 for increased rent in 1993-94 for a total of \$50,000. The justification was based partly on expanded staffing, although the Mayor disapproved a request for two new positions and cut two existing positions.</p> <p>While existing premises are not ideal, we recommend that this request be denied at this time.</p>						
259	130	Materials & Supplies						
		Reduce to current year appropriation.				16,716	11,716	5,000
260	303	Services of Other Departments - Real Estate				7,500	0	<u>7,500</u>
		<p>Consistent with our recommendation above, deny request for Real Estate Services that would be required to rent new office space.</p>						
Total Recommended Reductions								\$81,500
Total Recommended Reserves								\$300,000

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**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page

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Department/Division: 25 Mayor's Office

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$63,000	\$63,000	\$0	0.0
General Fund Unallocated	4,577,158	4,319,032	(258,126)	-5.6
Other Departmental Revenue	645,417	400,000	(245,417)	-38.0
Realignment Revenues	871,517	857,969	(13,548)	-1.6
Subtotal, Mayor's Budget	\$6,157,092	\$5,640,001	(\$503,543)	-8.2 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		14,714,765	14,714,765	n/a
Total Revenues	\$6,157,092	\$20,354,766	\$14,211,222	230.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$6,157,092	\$5,640,001	(\$517,091)	-8.4 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures		14,714,765	14,714,765	n/a
Total Expenditures	\$6,157,092	\$20,354,766	\$14,197,674	230.6 %
Mayor's Listed Positions:				
Permanent	110.0	84.0	-26.0	-23.6 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	110.0	84.0	-26.0	-23.6 %
Adjustments (FTE):				
Overtime/Temporary		0.12	0.12	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(4.25)	(2.65)	1.60	(37.65)
Other Adjustments				n/a
Total FTE	105.75	81.47	(24.28)	(22.96) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Financial Data:

The Mayor's proposed \$5,640,001 budget for 1993-94 is \$517,091 or 8.4 percent less than the original 1992-93 budget of \$6,157,092. The net decrease from the revised 1992-93 budget to the Standardized budget is \$646,206 or 3.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Business & Economic Development				
Operation Contact	\$378,963	\$90,000	0	0
Perf Art Master Account	0	557,858	0	0
Miscellaneous Program Project	0	7,150	0	0
MOCD (Muni)	0	161,406	0	0
MOBED - Economic Development	0	3,234,280	0	0
MOBED - Film Production	0	134,612	0	0
MOBED - Revolving Loan Funds	245,417	6,877,227	0	0
Workers Compensation	24,256	24,256	24,256	24,256
Yerba Buena Center Fund Project	400,000	1,459,860	400,000	400,000
OHCD Administration	0	3,171,851	0	0
Public Safety Special Project	0	257,959	343,963	343,963
AB 90 Realignment	0	(6,645)	839,997	839,997
City Administration	4,246,884	4,133,979	1,761,535	1,761,535
Mayor's Special & Protocol Fund	0	35,002	35,000	35,000
Housing & Urban Development Grant	0	0	13,426,375	13,426,375
Day Laborers Program	0	0	75,489	75,489
Business/Community Services	0	0	611,085	611,085
Public Safety Grant	0	0	1,288,390	1,288,390
Emergency Services	0	0	369,732	369,732
Employee Relations	0	0	318,590	318,590
Children's Baseline	<u>861,572</u>	<u>862,177</u>	<u>860,354</u>	<u>860,354</u>
 Total	 \$6,157,092	 \$21,000,972	 \$20,354,766	 \$20,354,766

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Department Revenues

For the first time, the Mayor's budget instructions required departments to include recurring grants in the budget. Accordingly, the Mayor's Office has included 58 grant-funded positions with six month salaries totaling \$1,458,760 (grants are on a calendar or other year basis). These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

Position Counts

While the Mayor's Office budget identifies only 84 permanent authorized positions, a detailed analysis of this budget by the Budget Analyst, including an analysis of the grant-funded positions, discloses that when the grant funded positions are counted, the actual 1993-94 position count is 113 and not 84 as follows:

<u>Division</u>	<u>No. of Positions</u>	
General Fund		
City Administration		
Administration	13	
Press Office	3	
Homeless Program	2	
Budget and Finance	<u>8</u>	
Subtotal		26
Office of Business & Community Services		10
Film Office		1
Criminal Justice Council AB 90 Realignment		4
Office of Emergency Services		4
Employee Relations Division		4
Children's Baseline		<u>1</u>
Total General Fund Positions		50
Grant Funded Programs		
Community Development Block Grant (CDBG)		
Mayor's Office of Community Development	34	
Mayor's Office of Housing	16	
Enterprise Zone Program	3	
Small Business Loan Program	<u>1</u>	
Subtotal		54
Public Safety Grant		<u>4</u>
Total Grant Funded Positions		58

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Work Order Funds

Airport	<u>5</u>
Total Mayor's Office Budgeted Positions	113

However, the Mayor's Office provided the Budget Analyst with a list of 118 positions (actual total is 119 but one position identified in the listing under the Homeless Program staff at an annual salary of \$82,711 is counted and budgeted in the Department of Social Services and therefore the Mayor's Office states that position should not be counted in the Mayor's listing). The total of 118 positions is five positions more than the 113 positions which the Budget Analyst identified in the Mayor's 1993-94 budget. These five positions, which are not listed in the Mayor's budget are as follow:

Gang Prevention Program (Grant Funds)	4
Film Office (Annual Special Fund)	<u>1</u>
Total	5

This results in a total of 118 positions (113 plus 5). However, the Mayor is transferring one position, an Enterprise Coordinator, to the San Francisco Redevelopment Agency (see below regarding total transfer of five positions to the Redevelopment Agency), resulting in a net count of 117 positions (118 less 1) for Fiscal Year 1993-94. In FY 1992-93, the Mayor's budget shows 110 budgeted positions. However, grant positions were not included in the 1992-93 budget, including eight Public Safety grant positions and one Film Office position, for a total of nine additional positions. Therefore there was a total of 119 positions working for the Mayor in 1992-93 (110 plus 9), as compared to the 117 positions to be working for the Mayor in FY 1993-94. Therefore, the number of positions to be working for the Mayor, including grant funded positions, will decrease by two in the newly proposed 1993-94 budget.

Department Expenditures

As reflected in the Summary of Budgeted Activities above, the Mayor proposes to reorganize their budget for FY 1993-94 to include the Housing and Urban Development grant funds and positions and separating the City Administration functions into various separate divisions, such as the Day Laborer's Program, Business/Community Services, Public Safety, Emergency Services and Employee Relations. The remaining City Administration portion of the budget includes the press, budget, Mayor's direct administration and the homeless services staff. The reconfigured Business/Community Services Division includes the previous citizen assistance, economic development and the film production staff.

There are five positions which are being transferred and/or reassigned from the Mayor's Office to the Redevelopment Agency (SFRA). These positions fully funded from grant funds (2 positions) and Airport work order funds (3 positions) are as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

Senior Deputy Executive Director, Economic Development (Airport work order)	(1)	\$96,694
Director of Business Development (grant)	(1)	63,024
Director of Property Formulation (Airport work order))	(1)	53,766
Enterprise Zone Coordinator (grant)	(1)	63,024
Director of Loan Programs (grant)	(1)	70,183
Total	(5)	\$346,691

Since the Enterprise Zone Coordinator, position is being transferred from the Mayor's Office to the San Francisco Redevelopment Agency, as noted above, it should be deleted from the Mayor's 1993-94 budget count.

The Mayor's Office advises that two of the five positions currently in the Mayor's Office, being transferred to the Redevelopment Agency, Class AA32 Director of Business and Economic Development (Senior Deputy Executive Director, Economic Development) and Class 8194 Deputy Director, Mayor's Criminal Justice Council (Director of Property Formulation) are being replaced by two Homeless Program positions, Class 1360 and 1367, Special Assistants I and VIII respectively, which are to be funded from a combination of General Fund and Community Development Program Funds during 1993-94. The two remaining positions being transferred to the Redevelopment Agency, the Director of Business Development and the Director of Loan Programs will be filled in the Redevelopment Agency by staff currently assigned to the Mayor's Office of Economic Development.

The Mayor's FY 1993-94 proposed budget is not anticipated to result in any layoffs. According to Ms. Theresa Lee, there are currently two vacant positions in the Mayor's budget, Class 1367, Mayor's Confidential Secretary and Class 1871 Assistant Systems Programmer.

Within the Business/Community Services Division, a 9792 Assistant to the Mayor III is being upgraded to a 1374, Special Assistant to the Mayor, to head up the Business/Community Services Division, resulting in an annual salary increase of \$4,828 (from \$70,183 to \$75,011). There are also numerous position downgrades, substitutions, upgrades and changes in other sections of the Mayor's budget. Many of these changes are a result of a Civil Service reclassification of all Mayor's Assistants to Special Assistants, resulting in some salary increases and some salary decreases.

The Mayor's Office is also proposing that the Day Laborer's Program be transferred from the Public Administrator/Guardian's budget to the Mayor's Office. The Mayor's proposed budget for FY 1993-94 includes \$6,871 for salary and fringe benefit costs and \$68,618 for other Non-Personal services, for a total of \$75,489 for the Day Laborers' Program. The cost of this Program in FY 1992-93 in the Public Administrator/Guardian's budget was \$92,945. The Mayor's Office is proposing to use Temporary Salaries to retain the two existing program staff for one month, and then subsequently to contract out these services for the remaining 11 months.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **25 - Mayor's Office**

The Mayor's budget also includes funding of \$100,000 for a Federal Lobbyist. These funds are being work ordered to the Mayor's budget from the Airport (\$50,000), Hetch Hetchy (\$25,000) and the Clean Water Project (\$25,000). The contract with the new Federal Lobbyist includes \$75,000 for salary and specifies that the City will pay for expenses, which are estimated at approximately \$25,000. The Federal Lobbyist contract, in the amount of \$80,000, was deleted from the FY 1992-93 budget.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division

25 Mayor

Page	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
Community Development Program (324921)								
134	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$1,348,513	\$1,294,572	*
18	001	Special Assistant XII This position has been transferred from the Mayor's Economic Development Program and budgeted with the San Francisco Redevelopment Agency.	1371	1	0	31,633	31,633	0
18	001	Salary Savings The Mayor's Office of Community Development has already agreed to a four percent Salary Savings which was deleted from this budget by error.	9993	0	0	0	(53,941)	\$53,941
94	060	Mandatory Fringe Benefits Retirement benefits have been overbudgeted. Only former Model Cities employees hired by the Community Development Program are eligible for City retirement.				293,153	196,060	97,093
96	100	Professional Services * Reserve \$68,818 until contract details including MBE/WBE information are completed for the management of the Day Laborers Program.				68,618	68,618	*
Total Recommended Reductions								\$151,034
Total Recommended Reserves								\$68,818

590.07

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6/30/93

CALENDAR Action Taken

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BUDGET REVIEW HEARINGS
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

AUG 27 1996
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WEDNESDAY, JUNE 30, 1993 - 1:00 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS MIGDEN, HSIEH, ALIOTO

CLERK: KAY GULBENGAY

NOTE: copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

1. File 100-93-1. Hearing to consider the Annual Budget of the City and County of San Francisco for Fiscal Year 1993-94. (Mayor)

CULTURE AND RECREATION

- 07 County Education Office
- 60 Academy of Sciences
- 28 Art Commission
- 46 War Memorial
- 61 Fine Arts Museum
- 62 Asian Art Museum
- 41 Public Library
- 42 Recreation and Park

PUBLIC WORKS, TRANSPORTATION AND COMMERCE

- 90 Public Works
- 27 Airport
- 36 Parking and Traffic
- 39 Port - Continued to 7/1/93 meeting
- 75 Electricity
- 40 Public Utilities Commission (PUC)
- 49 PUC Light, Heat and Power
- 32 Hetch Hetchy Project
- 47 Water
- 35 Municipal Railway

ACTION: Budget review hearings held. Recessed to July 1, 1993.
(Following department was continued to the July 1, 1993 meeting: Port Authority)

2. File 161-93-5.1. [R. evelopment Agency Budget and Bonds, Resolution approving the Budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-94; approving and authorizing an amendment to the indebtedness limitation agreement between Redevelopment Agency and the City and County of San Francisco; and approving the issuance by the agency of bonds in an aggregate principal amount not to exceed \$30,000,000 for the purpose of financing redevelopment activities in Fiscal Year 1993-94. (Redevelopment Agency)
(Continued from 6/23/93)

ACTION: Hearing held. Amended by adding clerical position and reinstating funds necessary to staff this position.
Continued as amended to July 14, 1993 meeting.

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CITY AND COUNTY



Public Library, Documents Dept.
ATTN: Jane Judson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 29, 1993

DOCUMENTS DEPT.

JUN 30 1993

TO: Budget Committee

SAN FRANCISCO
PUBLIC LIBRARY

FROM: Budget Analyst

SUBJECT: Summary of the Budget Analyst's Recommended Reductions to the Mayor's Recommended 1993-94 Budget.

Pursuant to your request, we have prepared the attached subject recommendations pertaining to the Departmental budgets to be considered at the Budget Committee's meeting of June 30, 1993. This attachment shows total recommended reductions by the Budget Analyst of \$8,071,212 of which \$1,127,862 is the estimated General Fund amount.

A handwritten signature in dark ink, appearing to read "Harvey M. Rose".

Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

Meeting of June 30, 1993

	Budget Analyst Recommended Reductions	General Fund Amount
<u>Culture and Recreation</u>		
7 County Education Office	\$0	\$0
60 Academy of Sciences	0	0
28 Art Commission	0	0
46 War Memorial	20,250	0
61 Fine Arts Museums	2,180	2,180
62 Asian Art Museum	33,772	33,772
41 Public Library	140,000	140,000
42 Recreation and Park	682,990	48,646
<u>Public Works, Transportation and Commerce</u>		
90 Public Works	2,643,753	158,987
27 Airport	1,764,599	0
39 Port	250,000	0
36 Parking and Traffic	115,040	18,446
75 Electricity	203,379	122,099
40 Public Utilities Commission (PUC)	38,918	22,591
49 PUC Light, Heat and Power	0	0
32 Hetch Hetchy Project	646,974	0
47 Water	385,704	0
35 Municipal Railway	518,640	518,640
San Francisco Redevelopment Agency	625,013	62,501
Total	\$8,071,212	\$1,127,862

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

June 28, 1993

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 1993-94 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the Budget Committee budget review.

Budget Committee Public Hearing, June 30, 1993 1:00 p.m.

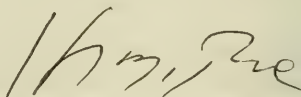
Culture and Recreation

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61	Fine Arts Museums	15
62	Asian Art Museum	20
41	Public Library	25
42	Recreation and Park	32

Public Works, Transportation and Commerce

90	Public Works.....	41
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49	PUC Light, Heat and Power.....	116
32	Hetch Hetchy Project.....	120
47	Water.....	126
35	Municipal Railway.....	134
	San Francisco Redevelopment Agency.....	146


Harvey M. Rose

cc: Supervisor Migden
Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Controller
Mayor

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

**Page
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Department/Division: 07 County Education Office

**Budget Detail:
Budget Summary:**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,661,918	1,718,638	56,720	3.4
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>1,661,918</u>	<u>1,718,638</u>	<u>\$56,720</u>	<u>3.4 %</u>
Adjustments:				
Supplemental Appropriations	\$43,008		(\$43,008)	-100.0 %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$1,704,926	\$1,718,638	\$13,712	0.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	1,661,918	1,718,638	\$56,720	3.4 %
Supplemental Appropriations	43,008		(43,008)	-100.0
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,704,926	\$1,718,638	\$13,712	0.8 %
Mayor's Listed Positions:				
Permanent	1.0	1.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	0.00	0.00	0.00	n/a
Other Adjustments			0.00	n/a
Total FTE	1.00	1.00	0.00	0.00 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **07 County Education Office**

Financial Data:

The County Education Department's proposed \$1,718,638 budget for 1993-94 is \$56,720 or 3.4 percent more than the original 1992-93 budget of \$1,661,918. The net decrease from the revised 1992-93 budget to the Standardized budget is \$42,893 or 2.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
County Education Services	\$1,061,918	\$1,118,523	\$1,118,638	\$1,118,638
Children's Baseline	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
Subtotal	1,661,918	1,718,523	1,718,638	1,718,638
<u>School Facilities Bond</u>				
School Facilities Improvement	<u>0</u>	<u>43,008</u>	<u>0</u>	<u>0</u>
Total	<u>\$1,661,918</u>	<u>\$1,761,531</u>	<u>\$1,718,638</u>	<u>\$1,718,638</u>

Comments:

1. This Department's proposed budget for FY 1993-94 only includes positions legally mandated and therefore does not contain salary savings in any amount.

2. The Department's operating expenses consist of expenditures required to support the County's share of Board of Education operating expenses.

In accordance with the City Charter and the State Education Code, the City and County government is required to compensate members of the Board of Education, pay a portion of the County Superintendent's salary and pay certain fixed charges. Accordingly, this budget funds the following:

- \$500 per month for the seven members of the Board of Education, totaling \$42,000 annually.

- \$9,512 of the Superintendent's salary.

- \$10,001 for Mandatory Fringe Benefits.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **07 County Education Office**

-\$1,125 for material and supplies, to provide for the expenses of the office of the Superintendent of schools.

3. The proposed 1993-94 budget includes \$1,056,000, which provides funding for the SFUSD sports program. The amount allocated for this purpose is unchanged from 1992-93.

4. The proposed 1993-94 budget includes \$600,000, which provides funding for the SFUSD music program. The funding for this purpose was increased by \$56,000 from the original budget of \$1,000,000 to \$1,056,000 in the revised budget. The amount allocated for this purpose is unchanged from the 1992-93 revised budget.

5. The proposed budget reduction of \$42,893 from the 1992-93 revised budget will not have any impact on services, because the reduction is primarily due to the completion in 1992-93 of a bond-funded improvement project for which funds are not needed in 1993-94.

Recommendation

None.

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WMA

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 60 Academy of Sciences

Budget Detail:
Budget Summary: **Page**
1594

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,559,658	1,501,137	(58,521)	-3.8
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$1,559,658</u>	<u>\$1,501,137</u>	<u>(\$58,521)</u>	<u>-3.8 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	<u>\$1,559,658</u>	<u>\$1,501,137</u>	<u>(\$58,521)</u>	<u>-3.8 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	1,559,658	1,501,137	(\$58,521)	-3.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$1,559,658</u>	<u>\$1,501,137</u>	<u>(\$58,521)</u>	<u>-3.8 %</u>
Mayor's Listed Positions:				
Permanent	9.0	9.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>9.0</u>	<u>9.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.18	0.25	0.07	38.89 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.10)	(0.34)	(0.24)	240.00
Other Adjustments			0.00	n/a
Total FTE	<u>9.08</u>	<u>8.91</u>	<u>(0.17)</u>	<u>(1.87) %</u>

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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 60 Academy of Sciences

Financial Data:

The Academy of Sciences proposed \$1,501,137 budget for 1993-94 is \$58,521 or approximately 3.8 percent less than the original 1992-93 budget of \$1,559,658. The net decrease from the revised 1992-93 budget to the Standardized budget is \$33,969 or 2.2 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1991-92</u>		<u>Fiscal Year 1992-93</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Academy of Sciences	\$1,559,658	\$1,535,106	\$1,501,137	\$1,501,137

Department Expenditures

1. Major budget reductions for the Academy of Sciences are as follows:

- Permanent Salaries have been reduced by \$13,786 and Fringe Benefits have been reduced by \$10,684 for a total reduction in Permanent Salaries and Fringe Benefits of \$24,470. Overtime pay has been reduced by \$802. The total reduction in labor costs is \$25,272.

- Funds for professional services have been reduced by \$33,249. These professional services are provided by the California Academy of Sciences to operate the aquarium and consist of aquarium personnel costs (salaries and fringe benefits), aquarium operating supplies, support services and occupancy costs.

Comments:

1. The Academy of Sciences reports that the net reduction of \$58,521 in City support of the Academy will increase the already existing shortfall for the maintenance and operation of the Aquarium which has resulted from prior year's budget cuts. The Steinhart bequest, as approved by the voters, requires the City to provide the funds necessary for the maintenance and operation of the Aquarium. The Department advises that the City is not doing so now. The quality pertaining to the display of the Aquarium will be reduced because of the shortage of funds, and the maintenance of the City-owned buildings will be deferred because of the reduction in the staffing of engineers. According to the Department, other reductions in service to the public and maintenance of the facility are contemplated.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **60 Academy of Sciences**

2. The recommended budget of the Academy of Sciences downgrades the only 7335 Senior Engineer to a 7334 Stationary Engineer position (for a total of eight 7334 positions) in order to comply with the Mayor's instructions to eliminate mid-level management positions. The Department reports that one of the eight 7334 positions, which is currently vacant, will remain unfilled for 1993-94.

3. The Department advises that because there must be at least one Stationary Engineer on duty in the Aquarium at all times, overtime is required to cover for personnel on sick leave and vacation.

Recommendations:

None

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 28 Art Commission

**Budget Detail:
Budget Summary:**

**Page
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	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,330,344	1,254,687	(75,657)	-5.7
Other Departmental Revenue	252,834	286,881	34,047	13.5
Subtotal, Mayor's Budget	\$1,583,178	\$1,541,568	(\$41,610)	-2.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries		207,917	207,917	n/a
Other Revenues		20,000	20,000	n/a
Total Revenues	\$1,583,178	\$1,769,485	\$186,307	11.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,583,178	\$1,541,568	(\$41,610)	-2.6 %
Supplemental Appropriations			0	n/a
Recoveries		207,917	207,917	n/a
Other Expenditures		20,000	20,000	n/a
Total Expenditures	\$1,583,178	\$1,769,485	\$186,307	11.8 %
Mayor's Listed Positions:				
Permanent	17.0	15.0	-2.0	-11.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	17.0	15.0	-2.0	-11.8 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.09)	(0.22)	(0.13)	144.44
Other Adjustments			0.00	n/a
Total FTE	16.91	14.78	(2.13)	(12.60) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **28 Art Commission**

Financial Data:

The Art Commission's proposed \$1,541,568 budget for 1993-94 is \$41,610 or 2.6 percent less than the original 1992-93 budget of \$1,583,178. The net decrease from the revised 1992-93 budget to the Standardized budget is \$183,876 or 10.6 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Art Commission Projects	\$700,455	\$700,455	\$699,555	\$699,555
General Expenditures	<u>629,889</u>	<u>616,441</u>	<u>551,975</u>	<u>551,975</u>
Subtotal	\$1,330,344	\$1,316,896	\$1,251,530	\$1,251,530
<u>Grant Fund</u>				
Cal Arts Council Grant Budget expenditure	0	0	20,000	20,000
<u>Hotel Tax</u>				
Neighborhood Art Program	0	(465,467)	0	0
<u>Public Arts Fund</u>				
Art Gallery Program	0	(16,212)	0	0
<u>Street Artist Program Fund</u>	120,209	154,787	127,157	127,157
<u>Market St. Art Maintenance Fund</u>	47,625	98,854	57,881	57,881
<u>Youth Arts Fund</u>	85,000	136,586	85,000	85,000
Work Order	150,802	2,623,115	207,917	207,917
Work Order Recovery	<u>(150,802)</u>	<u>(2,123,115)</u>	<u>(207,917)</u>	<u>(207,917)</u>
Total	<u>\$1,583,178</u>	<u>\$1,725,444</u>	<u>\$1,541,568</u>	<u>\$1,541,568</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **28 Art Commission**

Comments:

1. The budget does not include overtime or temporary salaries for FY 1993-94.
2. The only salary savings included in the budget is the 2.43 percent Special Salary Savings which was included for all General Fund miscellaneous salaries.
3. The department does not use City vehicles.
4. New Temporary Position

One new 3542 Curator is budgeted as a temporary position to manage the three year Market Street Art in Transit project, which receives dedicated funding from Gannett Outdoor Company. This position is expected to be funded until July, 1996.

Program: Art Gallery

<u>Position</u>	<u>Number</u>	<u>Amount</u>
3542 Curator	1.0	\$48,443

5. Deleted Permanent Positions

A 1402 Junior Clerk position was deleted by the Mayor's Office. This deletion will result in a layoff.

Program: Administration

<u>Position</u>	<u>Number</u>	<u>Amount</u>
1402 Junior Clerk	(1.0)	(\$26,439)

In addition, 1 1840 Junior Management Assistant in the Street Artist Program, which was budgeted but unfunded in 1992-93, will be deleted in 1993-94.

Therefore there is a reduction of two permanent positions and an increase in one temporary position, resulting in a net decrease of one position.

6. Personal Services Contracts

The Art Commission will utilize personal service contracts in the total amount of \$545,000 in FY 1993-94 for decorations and marketing services for the annual pops concert and for the services of artists. Because each art project is different, the Commission utilizes the following process in selecting outside contractors/artists:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **28 Art Commission**

— Art Commission staff meet with client agency and project architect to determine general direction of art project (i.e., whether the Department will purchase a work of art, commission a work of art, or involve the artists in the design process).

— A recruitment method for the project is developed and submitted to the Human Rights Commission for approval.

— The project is publicly announced and a prospectus or Request for Qualifications is developed and distributed to artists, arts and community organizations, art departments at universities, and to a multi-cultural resource list in an effort to reach out to artists of color.

— A selection panel is established including arts professionals and community members, with an ethnic and gender balance maintained.

— The selection panel's recommendations are presented to the Visual Arts Committee at a public hearing. The Visual Arts Committee's recommendations are presented to the full Art Commission for final approval.

8. The Department reports that the impact of the proposed budget reductions on services would be as follows:

The Commission owns four buildings. Four Cultural Centers operate out of the buildings: the South of Market Cultural Center, the Center for African American Art and Culture, Mission Cultural Center, and the Chinese Cultural Center. Previously the Art Commission gave each Center support by funding their costs for Light, Heat, and Power. However, these funds for Light, Heat and Power have been deleted from the proposed 1993-94 budget. Each Cultural Center will make accommodations to the reduced support differently. The Art Commission expects that some, if not all, of the Centers will reduce their hours of operation.

The deletion of the 1402 Junior Clerk will result in the loss of reception services at the Commission. The remaining staff will assume the reception duties. The Department reports that its staff already works in excess of 40 hours per week without any overtime pay and that this deletion will increase the amount of unpaid overtime.

Recommendation:

None.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 46 War Memorial

Budget Detail:
Budget Summary:

Page

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	5,673,715	5,778,717	105,002	1.9
Subtotal, Mayor's Budget	<u>\$5,673,715</u>	<u>\$5,778,717</u>	<u>\$105,002</u>	<u>1.9 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$5,673,715	\$5,778,717	\$105,002	1.9 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$5,673,715	\$5,778,717	\$105,002	1.9 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$5,673,715	\$5,778,717	\$105,002	1.9 %
Mayor's Listed Positions:				
Permanent	79.0	79.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>79.0</u>	<u>79.0</u>	<u>0.0</u>	<u>0.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	3.97	4.19	0.22	5.54 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(1.32)	(1.33)	(0.01)	0.76
Other Adjustments			0.00	n/a
Total FTE	81.65	81.86	0.21	0.26 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 46 - War Memorial

Financial Data:

The War Memorial's proposed \$5,778,717 budget for 1993-94 is \$105,002 or 1.9 percent greater than the original 1992-93 budget of \$5,673,715. The net increase from the revised 1992-93 budget to the Standardized budget is \$9,529 or less than one percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
War Memorial	\$5,673,715	\$5,769,188	\$5,778,717	\$5,778,717

Department Revenues:

The War Memorial receives an annual percentage allocation of the City's Hotel Tax revenues. On January 11, 1993, the Board of Supervisors adopted an ordinance creating a Cultural Equity Endowment Fund, which reduced the War Memorial's Hotel Tax percentage allocation from 10% to 9.88%. The Mayor's proposed budget freezes the War Memorial's Hotel Tax allocation at the FY 1992-93 level, which is projected to be \$5,717,333, based on legislation which is presently before the Board of Supervisors.

In addition to Hotel Tax revenues, the War Memorial collects revenues from the rental and concessions at the Opera House, Herbst Theatre, Davies Symphony Hall, Zellerbach Rehearsal Hall, Museum of Modern Art and the Green Room. In January, 1993, the War Memorial Board of Trustees approved increases in these rental rates, to be effective July 1, 1993. Overall, \$1,248,150 of these earned revenues are projected for FY 1993-94, an increase of \$18,649 or 1.5% more than the revised FY 1992-93 budget.

Department Expenditures:

The proposed budget includes a position substitution of one 1452 Executive Secretary II position for one 1408 Principal Clerk position, for an annual salary increase of \$1,957 at the top step. Overtime, extended work week and temporary salaries are also proposed to increase slightly, for an overall increase of \$14,837. Citywide Overhead is proposed to increase \$66,308. The most significant increase in the War Memorial's budget is for one-time Equipment Purchases, which are proposed for \$110,674, an increase of \$95,274 from FY 1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

46 War Memorial

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
War Memorial Special Fund (386029)								
1588	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				110,674	90,424	*
1593	220	Portable Refrigerant Recovery New equipment for Davies Symphony Hall, which is not required to be purchased this fiscal year. Can defer such purchase.	46050Z	1	0	3,000	0	3,000
1593	220	Carpet Extractor - Small Eliminate one small carpet extractor, enabling Department to purchase one large and one small carpet extractor this year. This is a replacement item.	46052Z	2	1	6,700	3,350	3,350
1593	220	Upholstery Cleaner Delete new equipment, which is not required to be purchased this year. Can defer such purchase.	46053Z	1	0	2,500	0	2,500
1593	220	Outdoor Vacuum Delete new equipment, which is not required to be purchased this year. Can defer such purchase.	46054Z	1	0	3,000	0	3,000
1593	220	Electric-Driven Microphone Reels Delete new microphone reels for Herbst Theatre; Department intends to purchase other lights, camera lens and stage monitoring system for Herbst Theatre in FY 1993-94.	46058Z	2		4,400	0	4,400

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

46 War Memorial

Page			Position/ Equipment		<u>Number</u>		<u>Amount</u>		<u>Savings</u>
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>		
1593	220	Patch Bay System	46062Z	1	0	4,000	0		4,000
		Delete new sound system for Herbst Theatre; Department intends to purchase other lights, camera lens and stage monitoring system for Herbst Theatre in FY 1993-94.							
Total Recommended Reductions									\$20,250

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 61 Fine Arts

**Budget Detail:
Budget Summary:**

**Page
1596**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	4,121,780	3,330,956	(790,824)	-19.2
Other Departmental Revenue	136,272	136,969	697	0.5
Subtotal, Mayor's Budget	\$4,258,052	\$3,467,925	(\$790,127)	-18.6
Adjustments:				
Supplemental Appropriations			\$0	n/a
Recoveries			0	n/a
Other Revenues	751,819	546,187	205,632	-27.4
Total Revenues	\$5,009,871	\$4,014,112	(\$995,759)	-19.9
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,258,052	\$3,467,925	(\$790,127)	-18.6
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$4,258,052	\$3,467,925	(\$790,127)	-18.6
Mayor's Listed Positions:				
Permanent	74.0	21.0	-53.0	-71.6
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	74.0	21.0	-53.0	-71.6
Adjustments (FTE):				
Overtime/Temporary	0.86	8.29	7.43	863.95
Supplemental Appropriations			0.00	n/a
Salary Savings	(2.23)	(0.75)	1.48	(66.37)
Other Adjustments			0.00	n/a
Total FTE	72.63	28.54	(44.09)	(60.70)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **61 Fine Arts Museums**

Financial Data:

The Fine Arts Museums' proposed \$3,467,925 budget for 1993-94 is \$790,127 or approximately 18.6 percent less than the original 1992-93 budget of \$4,258,052. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 979,163 or 22 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Operations and Maintenance*	\$4,121,780	\$4,062,939	\$3,330,956	\$3,330,956
Admissions Fund	<u>136,272</u>	<u>384,149</u>	<u>136,969</u>	<u>136,969</u>
TOTAL	\$4,258,052	\$4,447,088	\$3,467,925	\$3,467,925

*1992-93 is General Fund, 1993-94 is Hotel Tax Fund

Department Revenues

Admission Fund revenues are budgeted at \$956,250 for Fiscal Year 1993-94, a decrease of \$307,750, or 24.3 percent, from the \$1,264,000 budgeted for 1992-93. Of the total Admission Fund Revenues, \$136,969 is budgeted as a Special Fund expense as shown above. Admission Fund revenues for both the Fine Arts and the Asian Art Museums accrue to the Fine Arts Museums. Fine Arts receives two-thirds of net amount of Admission Fund revenues less expenses and the Asian Art Museum receives one-third of this net amount. As such, the Fine Arts Museums would receive \$546,187 in Admission Fund revenues for 1993-94 (\$956,250 less \$136,969 x 2/3). The Asian Art Museum would receive \$273,094 (\$956,250 less \$136,969 x 1/3). The Department advises that the 24.3 percent decrease in gross revenues is due to the California recession, a slow summer in 1992, and minimal cross-over traffic to the de Young Museum from the Palace of the Legion of Honor, which has been closed for seismic renovation and remodeling.

Department Expenditures

1. A substantial reduction in staffing is proposed for the Fine Arts Museums as follows:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **61 Fine Arts Museums**

Permanent Salaries have been reduced by \$1,880,399, with a corresponding reduction in Fringe Benefits of \$526,512. This reduction reflects the elimination of the following 53 positions:

Class	Title	Position Count 92-93	Position Count 93-94	Change	Amount
2708	Custodian	5	0	5	\$121,416
2718	Custodial Supervisor I	1	0	1	36,722
8202	Security Guard	3	0	3	109,164
8206	Institutional Police Captain	1	0	1	54,512
8226	Museum Guard	36	0	36	1,307,986
8228	Senior Museum Guard	6	0	6	205,629
8230	Chief Museum Guard	1	0	1	44,970
Total Reduction		53	0	53	\$1,880,399

All guard and custodial positions would be deleted in order to realize budget savings by performing these functions through contractual services, which are expected to begin in September, 1993. Overtime and holiday pay have been reduced by \$32,371 and \$57,010 respectively.

The Mayor's Office has proposed to include \$1,378,333 in Professional Services appropriations in order to allow for contractual service funds for guard and custodial activities. According to the Mayor's Office, the proposed \$1,378,333 for contractual guard and custodial activities represents a net savings of \$622,408 to the City in overall labor costs and is based upon the results of a survey of such bid amounts.

Comments:

1. The Fine Arts Museums reports that the proposed budget would result in approximately 50 layoffs affecting security guard and custodial staff. The Department advises that security and custodial services would not be impacted under the proposed budget because these services would be provided under contractual arrangements intended to begin September 1, 1993. However, if the proposal to contract out for these positions is abandoned, the Department states that there would be a significant impact on the Museums' ability to perform security and custodial activities.

2. The Mayor's Office proposes that the City's support for the museums be shifted from the General Fund to the Hotel Tax Fund. The Hotel Room Tax is currently 11 percent of Hotel Room revenues. Legislation is pending before the Board of Supervisors to amend Part III of the San Francisco Municipal Code to allocate Hotel Tax revenues to the Asian Art and Fine Arts Museums. The proposed ordinance would allocate the Hotel Tax Fund revenues as follows for Fiscal Year 1993-94 :

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **61 Fine Arts Museums**

<u>Description</u>	<u>Allocation</u>	<u>Estimated FY 93-94</u>
<u>Hotel Room Tax Revenue</u>		
Surcharges	4.00%	\$29,900,000
Basic Tax	8.00%	61,176,000
Total Hotel Tax Revenue	12.00%	\$91,076,000
<u>Basic Hotel Tax (8%)</u>		
Moscone Center:		
Convention Facilities	39.25%	\$24,012,800
Convention Bureau	9.35%	5,717,333
Low Income Housing	5.89%	3,601,899
Total Moscone Center		\$33,332,032
Candlestick Park	5.82%	3,561,899
War Memorial	9.35%	5,717,333
Grants for the Arts (CAO)	17.14%	10,484,167
Administration (Tax Collector)	0.16%	98,941
Asian Art Museum	2.16%	1,321,402
Fine Arts Museums	5.56%	3,401,386
General Fund	5.32%	3,258,841
TOTAL HOTEL TAX FUND		\$61,176,001

3. The Mayor is proposing to increase temporary salaries by \$359,231, from \$4,614 to \$363,845 in order to pay guards and custodians through the end of August, 1993 with the anticipated contract services for these activities to begin on September 1.

4. The Department advises that seismic renovation and remodeling of the Legion of Honor continues. \$2 million has been loaned by the private sector for temporary seismic reinforcement project of the de Young Museum that is expected to be reimbursed from a future bond measure.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

61 - Fine Arts

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>General Fund (401018)</u>								
1597	100	Professional Services				\$1,378,333	\$1,378,333	*
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$1,378,333.						
1597	313	Civil Service				680	0	\$680
		Currently, Sr. Security Guards attend Civil Service training classes. Because Security Guard Services are proposed to be contracted out for Fiscal Year 1993-94, this training is no longer needed.						

Admissions Fund (401075)

1600	190	Other Non Personal				6,020	4,520	1,500
		Actual expenditures incurred for this account in 1992-93 are approximately \$3,020. This account has been overbudgeted by approximately \$3,000 in order to provide contingency funds to cover unexpected costs associated with unpredicted busy seasons. Contingency funds of \$1,500 are sufficient, rather than \$3,000. Therefore, this account should be reduced by \$1,500 from \$6,020 to \$4,520.						

Total Recommended Reductions	\$2,180
Total Recommended Reserves	\$1,378,333

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 62 Asian Arts		Budget Detail: Budget Summary:		Page 1607
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	1,276,751	1,346,936	70,185	5.5
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	<u>\$1,276,751</u>	<u>\$1,346,936</u>	<u>\$70,185</u>	<u>5.5 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues	375,909	273,094	102,815	-27.4
Total Revenues	\$1,652,660	\$1,620,030	(\$32,630)	-2.0 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$1,276,751	\$1,346,936	\$70,185	5.5 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$1,276,751	\$1,346,936	\$70,185	5.5 %
Mayor's Listed Positions:				
Permanent	17.0	0.0	-17.0	-100.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>17.0</u>	<u>0.0</u>	<u>-17.0</u>	<u>-100.0 %</u>
Adjustments (FTE):				
Overtime/Temporary	0.00	0.00	0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.54)	0.00	0.54	(100.00)
Other Adjustments			0.00	n/a
Total FTE	16.46	0.00	(16.46)	(100.00) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **62 Asian Art Museum**

Financial Data:

The Asian Art Museum's proposed \$1,346,936 budget for 1993-94 is \$70,185 or approximately 5.5 percent more than the original 1992-93 budget of \$1,276,751. The net decrease from the revised 1992-93 budget to the Standardized budget is \$86,853 or approximately 6.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Asian Art Museum*	\$1,276,751	\$1,433,789	\$1,346,936	\$1,346,936

*1992-93 is General Fund, 1993-94 is Hotel Tax Fund

Department Revenues

Admission revenues for the Asian Art Museum accrue to the Fine Arts Museums. The Fine Arts Museum receives two-thirds of the net of Admission Fund revenues less Admission Fund expenses and the Asian Art Museum is allocated the remaining one-third of this net amount. The Fine Arts Museums' gross Admission Fund revenues are budgeted at \$956,250 for Fiscal Year 1993-94, a decrease of \$307,750, or 24.3 percent, from the \$1,264,000 budgeted for 1992-93. Of the total Admission Fund Revenues, \$136,969 is budgeted as a Fine Arts Museums Special Fund expense. The Fine Arts Museums would receive \$546,187 in Admission Fund revenues for 1993-94 (\$956,250 less \$136,969 x 2/3) and the Asian Art Museum would receive \$273,094 (\$956,250 less \$136,969 x 1/3). The Department advises that the 24.3 percent decrease in overall revenues is due to the closure of the Palace of the Legion of Honor for extensive seismic renovation.

Department Expenditures

The Mayor's proposed budget deletes the Museum's 17 permanent positions. These positions are to be funded by the Asian Art Museum Foundation, the private-arm of the Asian Art Museum. As such, Permanent Salaries would be reduced by \$753,647, Premium Pay would be reduced by \$10,766 and Mandatory Fringe Benefits would be reduced by \$188,412 for a total reduction for personal services of \$952,825. The reduction in Permanent Salaries supported by the General Fund would be as follows:

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1993-94

Department/Division: **62 Asian Art Museum**

Class	Title	Position Count 92-93	Position Count 93-94	Change	Amount
1426	Senior Clerk Typist	1	0	1	\$29,222
1446	Secretary II*	1	0	1	36,566
1632	Senior Account Clerk*	1	0	1	27,637
3518	Associate Museum Conservator	1	0	1	46,129
3520	Museum	1	0	1	31,243
3522	Senior Museum Preparator	1	0	1	36,384
3524	Principal Museum Preparator	1	0	1	40,498
3529	Museum Conservator	1	0	1	55,984
3544	Curator III	1	0	1	47,215
3546	Curator IV	4	0	4	239,807
3556	Museum Registrar	1	0	1	34,923
3558	Senior Museum Registrar	1	0	1	47,685
3588	Deputy Director & Chief Operator	1	0	1	26,509
3633	Librarian II	<u>1</u>	<u>0</u>	<u>1</u>	<u>53,845</u>
Total Reduction in Permanent Salaries		17	0	17	\$753,647

*Vacant positions

Department Budget Increases

The Mayor's proposed budget includes shifting existing staff to the Asian Art Museum Foundation (AAMF) and contracting out these positions. Two months of Permanent Salaries will now be funded from Temporary Salaries (July 1, 1993 through August 31, 1993). The Mayor proposes a \$827,793 increase in the Professional Services account, from \$87,913 to \$915,706, to contract out for 10 months of these services (September 1, 1993 through June 30, 1994).

Comments:

1. The Asian Arts Museum advises that the Mayor's proposed budget would result in 15 layoffs, although it is the intent of the Department that the AAMF will carry forward all or most of these positions and their incumbents, including incumbent seniority status and vacation accruals. The Department advises that if all 15 positions are not restored under the AAMF, Museum services could be adversely affected. The Department states that a benefit of the proposed budget is that the Department would have a single, unified personnel system which would foster efficiency and incentive on behalf of its employees, as the Department would have more flexibility in hiring creatively and in rewarding employees.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **62 Asian Art Museum**

2. The Mayor's Office proposes that the City's support for the museums be shifted from the General Fund to the Hotel Tax Fund. The Hotel Room Tax is currently 11 percent of Hotel Room revenues. Legislation is pending before the Board of Supervisors to amend Part III of the San Francisco Municipal Code to allocate Hotel Tax revenues to the Asian Art and Fine Arts Museums. The proposed ordinance would allocate the Hotel Tax Fund revenues as follows for Fiscal Year 1993-94 :

<u>Description</u>	<u>Allocation</u>	<u>Estimated FY 93-94</u>
<u>Hotel Room Tax Revenue</u>		
General Fund	4.00%	\$29,900,000
Hotel Tax Fund	<u>8.00%</u>	<u>61,176,000</u>
Total Hotel Tax Revenue	12.00%	<u>\$91,076,000</u>
<u>Hotel Tax Fund (8%)</u>		
Moscone Center:		
Convention Facilities	39.25%	\$24,012,800
Convention Bureau	9.35%	5,717,333
Low Income Housing	5.89%	<u>3,601,899</u>
Total Moscone Center		\$33,332,032
Candlestick Park	5.82%	3,561,899
War Memorial	9.35%	5,717,333
Grants for the Arts (CAO)	17.14%	10,484,167
Administration (Tax Collector)	0.16%	98,941
Asian Art Museum	2.16%	1,321,402
Fine Arts Museums	5.56%	3,401,386
General Fund	5.32%	<u>3,258,841</u>
TOTAL HOTEL TAX FUND		\$61,176,001

3. Two months salaries in the amount of \$152,892, have been shifted to Temporary Salaries to cover the transition period to the Asian Art Museum Foundation.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

62 - Asian Arts Museum

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
1607	100	Professional Services The recommendation of the Budget Analyst provides for \$794,021 which is the needed amount of funds to contract out for 10 months of the services of the Museum's 17 positions which were previously performed on an in-house basis. The balance of the account of \$87,913 (\$881,934 less \$794,021) is to partially pay for the Asian Art Museum Director's salary.				\$915,706	\$881,934	\$33,772
Total Recommended Reductions								\$33,772

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 41 Library		Budget Detail: Budget Summary:		Page 1410
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$496,014	\$496,014	\$0	0.0
General Fund Unallocated	20,154,192	16,314,898	(3,839,294)	-19.0
Other Departmental Revenue		98,407	98,407	n/a
Subtotal, Mayor's Budget	\$20,650,206	\$16,909,319	(\$3,740,887)	-18.1 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		98,407	98,407	n/a
Total Revenues	\$20,650,206	\$17,007,726	(\$3,642,480)	-17.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$20,650,206	\$16,909,319	(\$3,740,887)	-18.1 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures		98,407	98,407	n/a
Total Expenditures	\$20,650,206	\$17,007,726	(\$3,642,480)	-17.6 %
Mayor's Listed Positions:				
Permanent	337.0	237.0	-100.0	-29.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	337.0	237.0	-100.0	-29.7 %
Adjustments (FTE):				
Overtime/Temporary	37.39	72.39	35.00	93.61 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(14.76)	(18.00)	(3.24)	21.95
Other Adjustments	(1.13)	(4.03)	(2.90)	256.64
Total FTE	358.50	287.36	(71.14)	(19.84) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Financial Data:

The Library's proposed \$16,909,319 budget for 1993-94 is \$3,740,887 or 18.1 percent less than the original 1992-93 budget of \$20,650,206. The net decrease from the revised 1992-93 budget to the Standardized budget is \$3,727,772 or almost 18.1 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Library Direct Services				
& Acquisitions	\$17,305,862	\$17,254,614	\$10,845,994	\$10,845,994
Library Management	80,000	80,000	2,833,688*	2,833,688*
Children's Baseline	<u>3,264,344</u>	<u>3,302,477</u>	<u>3,229,637</u>	<u>3,229,637</u>
TOTAL	\$20,650,206	\$20,637,091	\$16,909,319	\$16,909,319

*Previously included in Library Direct Services, except Workers Compensation.

The General Fund revenue remains the same as the prior fiscal year at \$496,014. The proposed budget includes \$98,407 for three recurring Federal and State grants that have been shown as revenue for the first time in the FY 1993-94 budget.

Proposed Parcel Tax Ballot Measure

The Public Library budget for FY 1993-94 was designed under the assumption that a Parcel Tax measure will be put before the voters in November, 1993 to raise revenues to pay for Branch and some Main Library Program services for the second six months of the fiscal year. Ms. Julia Friedlander of the City Attorney's Office advises that the parcel tax would not be assessed on the basis of the value of the property, but that no decision has been made as to how the tax will be assessed. The existing School District Parcel Tax assesses a \$46 charge per single family residence or business, and a \$23 charge per dwelling unit for mixed use and multifamily residential projects. Ms. Friedlander states that the School District Parcel Tax model is one type of allocation formula that is under consideration, but she notes that there are a number of other options, including assessments based on the size of the parcel or the size of any buildings on the parcel.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Mr. Bob Golton of the S.F. Unified School District states that the School District Parcel Tax raises approximately \$8 million per year. A similar Library Parcel Tax could thus raise approximately \$4 million in FY 1993-94, by the time the tax was passed by the voters and implemented. Ms. Friedlander advises that the Mayor's Office is working with Library Department administration to develop a specific parcel tax proposal to place on the November, 1993 ballot.

Major Department Expenditure Reductions

1. The Library Department's Permanent Salaries have been reduced by \$4,148,171 from \$12,546,107 to \$8,397,936, or 33.1 percent, with a corresponding reduction in Mandatory Fringe Benefits of \$899,798. The budget provides for only six months of Branch Library services for adults, so all Branch Library personnel except the Chief of Branch Libraries and her secretary, and several Branch-related Main and Administration Program personnel, have been budgeted as six-month temporary positions, to be terminated if the November Parcel Tax ballot measure does not pass. In addition, 7 vacant positions have been eliminated (see following page for position details).

2. Temporary Salary expenditures have been doubled, from approximately \$1.4 million (for Library Pages) to approximately \$2.8 million. The increase reflects the transfer of 78 Branch Program and 22 other permanent positions to six month temporary status.

3. The budget for purchasing of adult books has been reduced from approximately \$1 million in FY 1992-93 to \$637,460 in FY 1993-94 a reduction of 36%.

4. The FY 1993-94 budget contains funding for one Volunteer Coordinator. This position was added in FY 1992-93, supported by a grant from the Friends of the Library. Ms. Buchbinder reports that the Library is currently engaged in negotiations with SEIU regarding what jobs can be performed by volunteers under the MOU, as well as the definition of volunteer supervision that will determine how many Library staff have to be paid a new 5% premium for supervising volunteers that was granted in arbitration.

5. The FY 1993-94 budget contains an increase of approximately \$291,000 in Non-Personal Services. The increase is primarily attributable to the cost of the Main Library telephone network switch, which is part of the Citywide telephone network. The amount included for this purpose is overbudgeted by \$140,000. In addition, the \$98,407 in grant expenditures are shown in this category for the first time.

6. The recommended Children's Baseline budget is approximately \$3.2 million, which includes \$2.9 million for permanent salaries, temporary salaries and fringe benefits, and approximately \$300,000 for book purchases, data processing maintenance, materials and supplies and other existing Children's Services throughout the Library system.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Effect of Expenditure Reductions on Services Provided

1. The recommended Library budget for FY 1993-94 was designed to maintain current levels of Public Library service hours at the Main and Branches for the first six months of the fiscal year. Passage of a Parcel Tax measure, to be put before the voters in November, will allow the Main and Branch Libraries to expand service hours for the remaining six months of FY 1993-94.

If the Parcel Tax measure fails, an estimated 100 temporary Library personnel will be terminated in January, 1994. A summary of the personnel cuts that are expected to occur if the Parcel Tax fails is shown below:

<u>Library Division</u>	<u>Current and July-Dec. 1993</u>	<u>Jan.-June 1994 If No Parcel Tax</u>	<u>Staff Reductions If No Parcel Tax</u>
Main	100	89	(11)
Branches	80	2	(78)
Tech/Auto Services	37	37	0
Support/Admin.	57	46	(11)
Children's Baseline	<u>63</u>	<u>63</u>	<u>0</u>
TOTAL	337	237	(100)

In summary, of the reduction of 100 permanent positions, 7 of these positions are vacant and 93 have been transferred into Temporary Salaries for six months.

Library Personnel Director Diana Buchbinder advises that the actual number of layoffs could be higher than 100, because there are another 110 part-time as-needed staff (already classified as Temporary employees) throughout the system who might also be terminated.

2. If the Parcel Tax fails, the Library anticipates the following reductions in services to meet the proposed budget reduction level:

<u>Library Site/Program</u>	<u>Current & July-Dec. 1993</u>	<u>Jan-June 1994 Without Tax</u>
Main Library	5.5 days/wk 1 night 47 hrs./wk	5 days/week no nights 35 hrs/wk
Resource Branches	6 sites 5 days/wk 1 night 34 hrs/wk	2 sites 5 days/wk 1 night 25 hrs/wk

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Effect of Expenditure Reductions on Services Provided (continued)

<u>Library Site/Program</u>	<u>Current & July-Dec. 1993</u>	<u>Jan-June 1994 Without Tax</u>
Neighborhood Branches	13 sites 5 days/wk 1 night 30-34 hrs/wk	3 sites 5 days/wk 1 night 25 hrs/wk
Reading Centers	7 sites 4 days/wk 20 hrs/wk	0 sites
Library on Wheels	30-33 Stops 4 days/wk	Service discontinued
Library for the Blind	1 site 5 days/wk 1 night 30-34 hrs/wk	Service discontinued

In addition to site-specific reductions in service, systemwide book purchases will decrease, foreign language purchases will be eliminated, and the Library advises that no replacements will be purchased for lost, stolen or damaged items.

3. Of the branches slated for closing if the Parcel Tax Fails, 5 are leased by the City. Library Business Manager Mr. Richard Walsh advises that the lease agreements for these branches states that they are subject to the approval of adequate funding by the Board of Supervisors. Mr. Walsh states that the Public Library will be able to terminate the leases if the Parcel Tax fails and the branches must be closed. However, he cautions that the Department would need an as yet undetermined amount of time to inventory books, arrange storage and vacate the premises, so leases may not be terminated as of January 1, 1994 if the Parcel Tax fails.

4. If the Parcel Tax passes, current levels of service will be continued, and the Library anticipates a variety of service expansions, including adding another day and night of service at the Main and Resource Branch Libraries, upgrading 3 Reading Centers to Neighborhood Branches, restoring the Jails Project that was discontinued in FY 1992-93, and increased purchases of foreign language books, replacement books and multiple copies of books.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **41 Public Library**

Effect of Expenditure Reductions on Services Provided (continued)

5. Although the Children's Baseline budget remains virtually the same as in FY 1992-93, the closure of all Reading Centers and 14 Neighborhood and Resource Branches would reduce access of children to the Library system. Library Coordinator of Children's Services, Ms. Toni Bernardi advises that, if the Parcel Tax does not pass, the portion of the Children's Baseline budget that would have been allocated to the closed branches will probably be used to expand children's services at the Main Library and at the branch libraries that remain open. Ms. Bernardi states that the Library has made no firm decisions about how children's services would be provided in the event that the Parcel Tax fails.

6. Construction of the new Main Library will not be affected by the proposed Library budget reduction. That bond-financed project is proceeding on schedule, according to Mr. Walsh, and the new Main Library is scheduled to open in early 1996. In addition, Mr. Walsh reports that the bond-financed expansion of the two busiest Resource Libraries, the Chinatown and Mission Branches, is scheduled to start in late 1993.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

41 Library

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Library Branches (615294)</u>								
1413	190	Other Non Personal Services				\$84,947	\$84,947	*
		* Reserve \$33,979 for second six months of fiscal year if all branches remain open. If Parcel Tax is not approved, these costs should not be incurred. This amount assumes that the 21 sites slated for closing account for 80% of Branch costs in Object 190.						
1413	130	Materials and Supplies				22,967	22,967	*
		* Reserve \$9,187 for second six months of fiscal year if all branches remain open. If Parcel Tax is not approved, these costs should not be incurred. This amount assumes that the 21 sites slated for closing account for 80% of Branch costs in Object 130.						
<u>Library Technical Services (615013)</u>								
1415	190	Other Non-Personal Services				1,087,335	947,335	140,000
		Reduce to eliminate \$140,000 inadvertently added to telephone budget above identified needs.						
<u>Library Administrative Support (615021)</u>								
1418	012	Holiday Pay				2,097	2,097	*
		* Reserve \$1,000 for any needed relampings of branch libraries during second half of fiscal year. If branches are closed, no holiday scheduling of relampings will be required.						
Total Recommended Reductions								\$140,000
Total Recommended Reserves								\$44,166

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 42 Recreation and Park Department

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Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$232,500	\$0	(232,500)	-100.0
General Fund Unallocated	33,354,220	21,165,657	(12,188,563)	-36.5
Other Departmental Revenue	28,364,215	37,191,344	8,827,129	31.1
Subtotal, Mayor's Budget	<u>\$61,950,935</u>	<u>\$58,357,001</u>	<u>(\$3,593,934)</u>	<u>-5.8 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$61,950,935	\$58,357,001	(\$3,593,934)	-5.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$61,950,935	\$58,357,001	(\$3,593,934)	-5.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$61,950,935	\$58,357,001	(\$3,593,934)	-5.8 %
Mayor's Listed Positions:				
Permanent	873.0	828.0	-45.0	-5.2 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>873.0</u>	<u>828.0</u>	<u>-45.0</u>	<u>-5.2 %</u>
Adjustments (FTE):				
Overtime/Temporary	134.89	124.25	(10.64)	(7.89) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(47.77)	(42.78)	4.99	(10.45)
Other Adjustments			0.00	n/a
Total FTE	960.12	909.47	(50.65)	(5.28) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park Department**

Financial Data:

The Recreation and Park Department's proposed \$58,357,001 budget for 1993-94 is \$3,593,934 or 5.8 percent less than the original 1992-93 budget of \$61,950,935. The net decrease from the revised 1992-93 budget to the Standardized budget is \$4,591,826 or 7.3 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Regular Recreation	\$ 4,343,345	\$4,332,345	\$ 3,545,043	\$ 3,545,043
Childrens Baseline	<u>8,514,479</u>	<u>8,514,479</u>	<u>8,277,579</u>	<u>8,277,579</u>
Recreation Total	\$12,857,824	\$12,846,824	\$11,822,622	\$11,822,622
Park System	22,737,391	22,712,258	22,112,932	22,112,932
Camp Mather	629,949	629,449	616,700	616,700
Golf Program	2,795,473	2,795,473	2,568,380	2,568,380
ZOO	5,562,621	5,637,517	5,356,093	5,356,093
Admin./Finance/Planning	4,494,393	4,810,733	3,761,151	3,761,151
Candlestick Park	6,324,692	7,182,228	5,874,829	5,874,829
Yacht Harbor	1,145,357	1,191,110	1,401,210	1,401,210
Infrastructure Bond Fund	182,899	182,899	919,184	919,184
Department Wide Expenses	<u>5,220,336</u>	<u>4,960,336</u>	<u>3,923,900</u>	<u>3,923,900</u>
Total	\$61,950,935	\$62,948,827	\$58,357,001	\$58,357,001

Department Revenue:

The Recreation and Park Commission has approved a variety of fee increases. Total Concession Fund revenues, however, are budgeted to decrease by \$2,804,579 from \$27,407,872 to \$24,603,293. The decrease in total revenues is primarily due to reductions in programs for which fees are charged.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park Department**

Department Expenditures:

1. The proposed budget includes 828 permanent positions or 45 less than the 873 positions approved in the original fiscal year 1992-93 budget. The positions which would be deleted are as follows:

<u>Position Deletions:</u>	<u>No. of Positions</u>	<u>Budgeted Salaries</u>
1244A Senior Personnel Analyst	(1)	\$(49,851)
1336A Asst. to General Mgr.	(1)	(52,039)
1446A Secretary II	(1)	(28,779)
1824A Principal Admin. Analyst	(1)	(65,316)
2708A Custodian	(5)	(55,479)
3238A Dance Instructor	(5)	(33,011)
3250A Orchestra Instructor	(1)	(8,932)
3258A Photography Instructor	(1)	(43,207)
3260A Crafts Instructor	(8)	(182,672)
3287A Assistant Rec. Supv.	(1)	(54,854)
3289A Recreation Supv.	(1)	(42,578)
3292A Assistant Supt.-Rec.	(1)	(52,768)
3302A Vendor	(2)	(46,714)
3306A Rides Attendant	(1)	(23,149)
3342A Zoo Curator	(1)	(54,042)
3417A Gardener	(7)	(54,023)
3418A Gardner Asst. Supv.	(2)	(93,385)
3422A Park Section Supv.	(2)	(86,997)
3424A Pest Control Spec.	(3)	(129,278)
3434A Tree Topper	(1)	(43,274)
5282A Planning IV	(1)	(66,385)
6102A Rodent Control Tech	(1)	(34,526)
6137A Assistant Industrial Hygienist	(1)	(45,480)
7334A Stationary Engineer	(3)	(134,024)
7344A Carpenter	(1)	(51,744)
7514A General Laborer	(2)	(87,084)
8208A Park Patrol Officer	(4)	(145,531)
Total Deletions	(59)	(\$1,765,122)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park Department**

<u>Position Additions (Grant Funded):</u>	<u>No. of Positions</u>	<u>Budgeted Salaries</u>
1446G Secretary II	1	\$36,566
3417G Gardener	5	196,535
3434G Tree Topper	2	86,548
3436G Tree Topper	1	51,287
5282G Planner IV	2	132,496
7328G Operating Engineer	<u>1</u>	<u>56,533</u>
Subtotal	12	\$559,965
 <u>Position Additions (New)</u>		
1630N Account Clerk	1	30,000
3418N Gardener Asst. Supv.	<u>1</u>	<u>40,414</u>
Total Additions	14	\$630,379
 Net Decrease	 (45)	 (1,134,743)

The department reports that 27 of the positions being deleted and will result in layoffs.

2. For the first time, the Mayor's budget instructions required departments to include recurring grants in the budget. Accordingly, the department has included 12 grant funded positions, noted above, with annual salaries totalling \$559,965. These salaries, mandatory fringe benefits and other related costs are fully funded from the grant revenues.

3. The new 3418N Gardener Asst. Supv. position would provide supervision to a group of California Youth Corps youth that will be initiating a 2 year natural habitat restoration project starting July 1, 1993. The new 1630N Account Clerk position would replace a half time temporary position doing billing for the Marina Yacht Harbor that is being deleted and would provide an increase of one half time position to assist in maintaining the Marina Yacht Harbor waiting list. The Budget Analyst and the Budget Committee have recommended that both of these positions be approved during the interim budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **42 Recreation and Park Department**

Comments:

1. The Department reports that the reductions in the Mayor's budget will reduce services as follows:

- Pool closures at Hamilton, North Beach and Garfield and partial closures at other pools, closure of recreation centers on weekends and reductions in recreation programming.
- Reductions in the Candlestick Park program will result in the deletion of 4 Park Patrol Officer positions (security positions) effective August 31, 1993 and the substitution of a security contract in the amount of \$250,000 for the remaining 10 months.

2. The proposed budget includes 4 Gardener Positions, related mandatory fringe benefits and equipment totalling \$214,565 for the Department's Reforestation Project. We are recommending that these expenditures be deleted from the Department's operating budget and that the project be added by the Board of Supervisors to the Department's Capital Project budget.

3. The Mayor's budget includes total funding for the Zoo of \$3,761,151. The expanded partnership proposal which would allow the San Francisco Zoological Society to operate and manage the Zoo was expected to require a City contribution of \$4,000,000 or \$238,849 more than the total amount of the Zoo's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

42 Recreation and Park Department

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Open Space and Park Renovation (375899)</u>								
1453	001	Permanent Salaries - Miscellaneous * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendation regarding a specific classification.				\$157,225	\$0	*
1534	001	Gardener To delete the Department's Reforestation Project which is more appropriately budgeted as a Capital Project.	3417	4	0	157,225	0	\$157,225
1453	018	Premium Pay To delete the Department's Reforestation Project which is more appropriately budgeted as a Capital Project.				200	50	150
1453	060	Mandatory Fringe Benefits To delete the Department's Reforestation Project which is more appropriately budgeted as a Capital Project.				37,190	0	37,190
1453	220	Equipment Purchase * The recommended reduction in Equipment Purchase is the total of the following specific recommendation regarding an individual classification.				20,000	0	*
1576	220	3/4 ton 4WD Pickup To delete the Department's Restoration Project which is more appropriately budgeted as a Capital Project.	42070Z	1	0	20,000	0	20,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

42 Recreation and Park Department

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Maintenance and Operation of Candlestick Park (620179)</u>								
1464	316	Central Shop				\$2,500	\$1,000	\$1,500
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
<u>Recreation - Open Space (621532)</u>								
1469	060	Mandatory Fringe Benefits				264,412	204,014	60,398
		To delete mandatory fringe benefits overbudgeted for temporary employees.						
1469	190	Other Non Personal Services				94,500	90,000	4,500
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
1469	130	Materials and Supplies				52,500	50,000	2,500
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
<u>Park System - Open Space (620393)</u>								
1481	001	Permanent Salaries - Misc.				4,769,278	4,555,062	.
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1550	001	Salary Savings	9993			(57,413)	(271,629)	214,216
		To increase salary savings to prior level.						
1481	190	Other Non-Personal Svc.				265,000	157,980	107,020
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

42 Recreation and Park Department

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
1481	130	Materials and Supplies				\$152,040	\$144,800	\$7,240
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
<u>Administration - Sp. Concession Fund (621904)</u>								
1476	001	Permanent Salaries - Misc.				1,577,000	1,577,000	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1548	001	Electrician	7345 A	1	0	26,400	0	26,400
1548	001	General Laborer	7514 A	1	0	15,000	0	15,000
1548	001	Electrician	7345 L	0	1	0	26,400	(26,400)
1548	001	General Laborer	7514 L	0	1	0	15,000	(15,000)
		To eliminate two permanent positions from the budget and continue funding positions as Limited Tenure (L) because these positions are working on a temporary energy conservation project which is to be completed in December of 1993.						
<u>Marina Yacht Harbor (620401)</u>								
1459	190	Other Non-Personal Svc.				135,447	122,194	13,253
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
1459	130	Materials and Supplies				74,312	73,660	652
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
1460	365	CAO - Insurance Risk Management				10,000	0	10,000
		To eliminate premium for insurance not presently available at reasonable cost.						

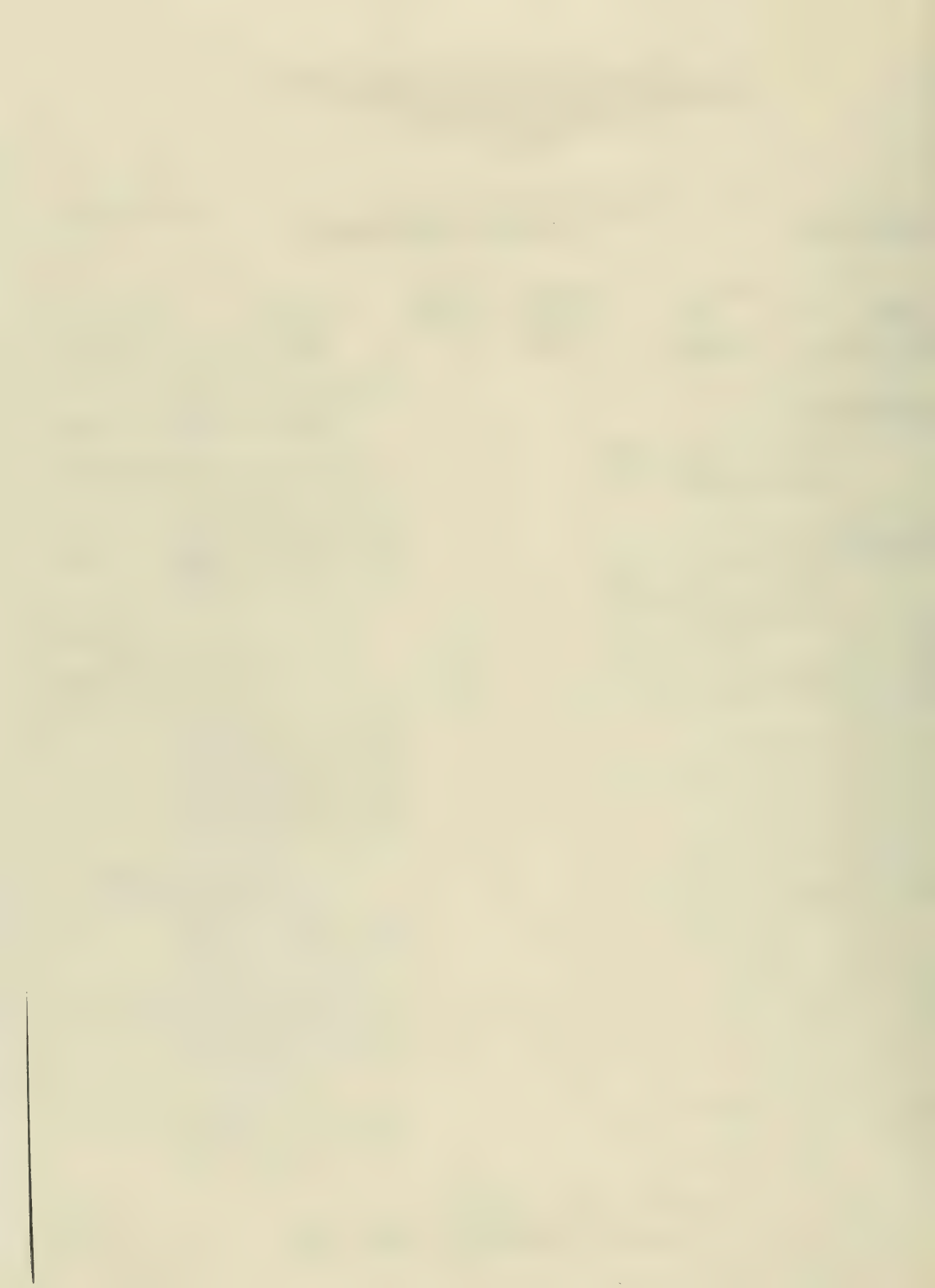
RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

42 Recreation and Park Department

Page			Position/ Equipment	Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>Camp Mather (621946)</u>								
1506	010	Overtime				\$36,192	\$30,192	\$6,000
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
<u>Zoo Operations (621839)</u>								
1529	130	Materials and Supplies				501,146	460,000	41,146
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

Total Recommended Reductions								\$682,990



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page
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Department/Division: 90 Department of Public Works

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,570,000	\$1,570,000	\$0	0.0
General Fund Unallocated	7,729,243	6,659,310	(1,069,933)	-13.8
Other Departmental Revenue	156,582,543	163,794,173	7,211,630	4.6
Subtotal, Mayor's Budget	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues		3.	0	n/a
Total Revenues	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$165,881,786	\$172,023,483	\$6,141,697	3.7 %
Mayor's Listed Positions:				
Permanent	1,902.0	1,829.0	-73.0	-3.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	1,902.0	1,829.0	-73.0	-3.8 %
Adjustments (FTE):				
Overtime/Temporary	106.09	233.38	127.29	119.98 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(160.00)	(119.14)	40.86	(25.54)
Other Adjustments			0.00	n/a
Total FTE	1848.09	1943.24	95.15	5.15 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **90 - Department of Public Works**

Financial Data:

The Department of Public Works proposed \$172,023,483 budget for 1993-94 is \$6,141,697 or 3.7 percent more than the original 1992-93 budget of \$165,881,786. The net increase from the revised 1992-93 budget to the Standardized budget is \$11,009,672 or 6.8 percent.

Summary of Budgeted Activities:

<u>Bureau</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
General Administration	\$ 0	\$ (125,000)	\$ 0	\$ 0
Architecture	0	0	0	0
Building Inspection	19,088,810	19,632,908	18,267,622	18,267,622
Building Repair	6,902,059	6,902,059	6,400,950	6,400,950
Engineering	54,344,418	49,409,258	54,967,115	54,967,115
Water Pollution Control	49,315,413	49,433,546	55,859,000	55,859,000
Street Cleaning & Urban Forestry	14,595,003	14,595,005	14,354,507	14,354,507
Sewer and Street Repair	14,165,168	14,230,167	14,372,793	14,372,793
Traffic Engineering Ops	0	6,979	0	0
Environmental Regulation & Management	5,201,663	5,273,311	6,046,470	6,046,470
Construction Management	0	201,347	(2)	(2)
Subdivision - Survey & Mapping	<u>2,269,252</u>	<u>1,454,231</u>	<u>1,755,028</u>	<u>1,755,028</u>
Total DPW Bureaus	\$165,881,786	\$161,013,811	\$172,023,483	\$172,023,483

Impact of Mayor's Recommended Budget for 1993-94 on Bureau Services:

The Department of Public Works has identified four bureaus in which services would be impacted by the Mayor's recommended budget for 1993-94. These bureaus include:

Bureau of Building Repair

The Bureau of Building Repair (BBR) was required to reduce its 1993-94 budget by \$677,849. The BBR would achieve a portion of the reduction by additional salary saving (\$120,849) by eliminating the services of a 7345 Electrician for emergencies and a 2708 Custodian for regular maintenance at City Hall. The impact on services will be longer down time for computer systems as a result of power problems and the 78 year old master clock system, which controls 150 clocks located throughout City Hall, will be

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **90 - Department of Public Works**

incorrect up to 20 minutes a day in some areas. Departments located at City Hall may wait several days to have fluorescent light ballasts replaced, resulting in partially or completely darkened work areas.

Further cuts to custodial services at City Hall (\$205,000) will mean reduced service in all offices and vacuuming of carpets will be further limited to twice a week. Waxing and buffing of hallway floors will be done semi-annually rather than monthly. Special Event courtesy work for elected officials, department heads and officially recognized groups would need to be terminated. Funding will be requested for any Rotunda or office event that requires chair set-ups and after party cleaning.

Custodial service reductions to other public buildings (\$352,000) include: Department of Public Health at 101 Grove and various Public Health Centers; Sheriff at 930 Bryant and Harriet Street Facility; Department of Social Services at 150/170 Otis and 1440 Harrison Street; Police Department at District Stations, Pistol Range, Academy; Fire Stations; County Jail; Public Library; Youth Guidance Center; and Animal Care and Control Center. Affected departments could either reduce these services or absorb the costs into their existing budgets, presumably at the expense of other department services.

Bureau of Street Cleaning and Urban Forestry

In order to meet the Mayor's additional recommended salary savings (\$275,895), the Bureau of Street Cleaning and Urban Forestry would keep the equivalent of seven positions vacant over the course of the year. The resulting service impacts would eliminate Sunday manual cleaning and the remaining Manual Sweeping Block routes. Downtown streets would not be kept as clean on Sundays and the streets along the commercial/tourist strips would not be kept as clean where block routes are eliminated. An increase in citizen/business complaints related to the reduced cleaning services can be expected.

Bureau of Street and Sewer Repair

The Bureau of Street and Sewer Repair would achieve the additional salary savings (\$73,816) recommended in the Mayor's 1993-94 budget by keeping the equivalent of one full time position vacant during the course of the year or laying off employees at the end of the fiscal year. The impact on services will result in a 25% reduction in the roadway repair program. In total sixty-six (66) standard city blocks would not be repaired.

Bureau of Subdivision Surveys and Mapping

The Bureau will achieve the additional salary savings (\$26,634) identified in the Mayor's recommended 1993-94 budget by keeping a Street Inspector position vacant until after the first quarter of the fiscal year. The vacancy would increase response time to hazardous side walk complaints and claims investigations. The situation increases the City's exposure to liability

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/Revenues

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
667	7237	Street Space				\$400,000	\$450,000	\$50,000
667	7244	Permit Phone Booth				685,000	695,000	10,000
		Increase based on a projection of actual 92-93 revenues received.						
								<hr/>
<u>Total Recommended Revenue Increases</u>								\$60,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/01 Administration

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
<u>Administration (770024)</u>								
673	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$6,407,472	\$6,377,472	*
859	001	Salary Savings Increase to current year's amount.	9993	0	0	(118,767)	(148,767)	30,000
673	010	Overtime Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				62,645	49,948	12,697
673	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				26,074	14,390	11,684
673	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,333,907	1,326,407	7,500
673	100	Professional Services Reduce \$20,000 from Special Investigations.				300,610	280,610	20,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/01 Administration

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
673	112	Travel Reduce by 10 percent.				\$14,155	\$12,740	\$1,415
673	113	Training Reduce by \$2,500 related to management training programs.				48,000	45,500	2,500
673	129	Entertainment Not justified.				100	50	50
674	313	Civil Service Reduce number of managers to be trained by one-tenth.				32,260	29,034	3,226
673	220	Equipment Purchases * The recommended reduction in equipment is the total of the following specific recommendations.				332,375	318,175	*
928	220	Cobol Debugger	90112Z	1	1	5,000	3,700	1,300
928	220	CD ROM Drives	90113Z	3	0	3,000	0	3,000
928	220	LAN Servers	90125Z	2	2	29,900	20,000	9,900
		Equipment prices adjusted to reflect current prices. Other equipment not justified.						

Total Recommended Reductions

\$103,272

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/02 Architecture

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau Overhead (772012)</u>								
680	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$778,412	\$757,074	*
862	001	Salary Savings Reflects current year amount of salary savings.	9993			0	(21,338)	\$21,338
680	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				9,600	4,440	5,160
680	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				191,600	186,906	4,694
680	100	Professional Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				3,000	2,000	1,000
680	112	Travel Reduce to 1992-93 level of funding.				18,525	12,725	5,800
680	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				91,098	63,158	27,940
680	129	Entertainment and Promotion Not fully justified.				200	100	100

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/02 Architecture

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
680	144	Membership Dues Reduce number of memberships to AIA.				\$2,896	\$2,373	\$523
680	190	Other Non-Personal Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. Also less office space will be needed because the Mayor's recommended budget reduces requested new positions by the Department by eight from 11 to three.				890,950	837,057	53,893
680	130	Materials and Supplies Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. In addition new furniture for the workstations deleted by the Mayor's recommended budget will not be needed.				290,425	255,355	35,070
681	310	Central Shops				12,301	11,500	801
681	316	Central Shops, Fuel Stock Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				7,241	5,200	2,041
681	370	Workers Compensation Reduce to actual 1992-93 use level.				3,158	1,500	1,658

Interdepartmental Service Fund (772053)

683	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				4,810,248	4,619,894	*
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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 - Public Works/02 Architecture

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
864	001	Management Information Systems Specialist I The Department has not adequately justified the new position.	1811 WNJ	1	0	\$40,847	\$0	\$40,847
864	001	Salary Savings To adjust salary savings to 20 percent of 1992-93 amount.	9993			0	(149,507)	149,507
683	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,035,131	993,253	41,878
683	112	Travel Reduce number of conference participants from five to three.				7,250	5,400	1,850
		Total Recommended Reductions						\$394,100

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/03 - Building Inspection

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Building Inspection Services (774281)								
711	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$10,000,000	\$9,950,000	*
866	001	Salary Savings Provides for increased salary savings. Restores a portion of the salary savings deleted by the Mayor.	9993			(734,650)	(784,650)	\$50,000
711	010	Overtime Reflects actual level of 1992-93 expenditures.				81,619	78,619	3,000
711	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				24,961	15,000	9,961
711	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,072,860	2,061,860	11,000
711	112	Travel Reduce travel costs by 15 percent.				30,725	26,115	4,610
711	113	Training Reduce training costs by 10 percent.				77,965	70,169	7,796
711	144	Membership Dues Reduce cost of membership dues by 20 percent.				3,369	2,695	674

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/03 - Building Inspection

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
711	190	Other Non-Personal Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. Our recommendation still provides for \$72,500 for a new telephone system at 1660 Mission Street.				\$410,476	\$404,900	\$5,576
<u>Bureau Support Services (774034)</u>								
716	100	Professional Services Reduce need for guard service at 450 McAllister Street by two months due to move to 1660 Mission St. (similar reduction in Department of City Planning budget).				299,734	298,681	1,053
716	129	Entertainment and Promotion Cost has not been adequately justified.				250	125	125
716	190	Other Non-Personal Services Reduce proposed expenditures for subscriptions, non-city printing and pest control.				193,366	188,366	5,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/03 - Building Inspection

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
716	130	Materials and Supplies Reduce to actual 1992-93 expenditure annualized and adjusted by a cost of living factor for 1993-94.				174,200	170,337	3,863
717	313	Civil Service Reduce by one third by delaying management training to next fiscal year.				15,000	10,000	5,000
717	350	Reproduction Reduce to actual 1992-93 expenditure annualized and adjusted by a cost of living factor for 1993-94.				32,651	30,000	2,651
Total Recommended Reductions								\$110,309

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/04 Building Repair

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Maintenance and Operations of Buildings (776005)</u>								
723	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$70,900	\$70,535	\$365
724	319	Public Works Street Cleaning Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94. Our recommendation still provides for an additional \$99,468 for workfare operations supervision.				523,515	520,000	3,515
<u>Bureau Overhead (776013)</u>								
725	010	Overtime Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.				27,910	24,000	3,910
725	113	Training Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.				56,750	54,320	2,430
725	129	Entertainment and Promotion Expenditure not justified.				100	50	50
726	304	Medical Service				62,300	57,620	4,680
726	310	Central Shops				225,200	200,000	25,200
726	316	Central Shops, Fuel Stock				100,250	70,000	30,250
726	350	Reproduction Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.				2,000	1,900	100

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/04 Building Repair

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Interdepartmental Service Fund (776047)</u>								
728	001	Permanent Salaries - Misc.				\$7,467,675	\$7,466,785	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
876	001	Clerk Typist	1424	0	0	0	5,790	(\$5,790)
876	001	Secretary II	1446	1	1	36,566	30,496	6,070
		Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.						
		* We recommend reserving the balance of \$1,182 pending final Civil Service Commission approval and approval of the City's final budget.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/04 Building Repair

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
877	001	Building and Grounds Control Officer	8207	6	6	\$218,304	\$225,274	(\$6,970)
877	001	Apprentice Sheet Metal Worker	7369	2	2	97,406	89,826	7,580
		Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.						
		* We recommend reserving the balance of \$2,574 pending final Civil Service Commission approval and approval of the City's final budget.						
728	010	Overtime				356,582	303,369	53,213
		Reduce to 92-93 level of expenditure, annualized and adjusted for 1993-94.						
728	018	Premium Pay				129,256	93,304	35,952
		Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.						
728	060	Mandatory Fringe Benefits				1,841,166	1,840,970	196
		Corresponds to reduction in salaries.						
Total Recommended Reductions								\$160,751
Total Recommended Reserves								\$3,756



RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/06 Engineering

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Clean Water Operating Fund (778472)								
740	100	Professional Services *Reserve \$110,000 for those contracts with vendors not identified.				\$324,600	\$324,600	*
740	112	Travel Reduce number of participants at conferences.				13,558	11,558	\$2,000
740	113	Training Reduce number of participants from 20 to 16.				7,200	5,760	1,440
741	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				86,500	75,000	*
936	220	Misc. Software Reduced to actual cost.	90620Z	1	1	10,000	9,000	1,000
936	220	Personal Computers	90621Z	9	9	58,500	49,500	9,000
936	220	Personal Computer Cost of computers reduced to meet standard price list.	90622Z	1	1	18,000	16,500	1,500
741	303	Real Estate Department				7,453	5,000	2,453
741	420	City Attorney Services Reduce to actual 1992-93 expenditure, annualized and adjusted by a cost of living factor for 1993-94.				181,220	174,000	7,220

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/06 Engineering

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau Overhead (778100)</u>								
747	010	Overtime Reflects current rate of expenditures annualized and adjusted for 1993- 94.				18,162	9,162	9,000
747	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				13,650	13,300	350
747	100	Professional Services * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$32,500.				78,500	78,500	*
747	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				529,150	408,650	*
937	220	Computer Software	90608Z	1	1	60,000	55,000	5,000
937	220	Personal Computer	90609Z	13	11	84,500	72,500	12,000
937	220	CADD Personal Computer	90610Z	11	10	181,500	148,000	33,500
937	220	Laser Printer	90612Z	2	1	7,800	3,900	3,900
937	220	Laser Plotter Equipment not justified, Bureau should make best use of existing resources.	90613Z	2	1	40,000	20,000	20,000
937	220	Automobile Bureau should seek to utilize existing resources.	90601Y	1	0	16,100	0	16,100

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/06 Engineering

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
937	220	Furniture Based on physical survey completed in conjunction with the Budget Analyst's management audit of the Clean Water Program, DPW has sufficient furniture.	90605Z	1	0	30,000	0	30,000
748	318	Building Repair				172,125	167,505	4,620
748	351	City Mail Services Reduce to reflects current rate of expenditures, annualized and adjusted for 1993-94.				17,384	15,536	1,848
<u>Interdepartmental Work Order (778134)</u>								
752	010	Overtime Reduce to reflect current use of overtime.				114,836	98,960	15,876
752	112	Travel Insufficient detail to justify full funding of request. No travel funds were requested for the current year.				22,000	20,000	2,000
Total Recommended Reductions								\$178,807
Total Recommended Reserves								\$142,500

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Southeast Community Facility (780130)</u>								
769	010	Overtime Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				\$4,376	\$2,965	\$1,411
769	113	Training Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				1,650	1,100	550
769	129	Entertainment and Promotion Reduce by one half.				500	250	250
769	190	Other Non-Personal Services Reduce to actual 92-93 expenditures, annualized and adjusted for 93-94.				87,548	72,768	14,780
769	130	Materials and Supplies Reduce to actual 92-93 expenditures, annualized and adjusted for 93-94.				21,660	10,660	11,000
770	220	Equipment Purchase • The recommended reduction in equipment is the total of the following specific recommendations.				21,950	0	*
938	220	Large Screen Projection TV	90778Z	1	0	10,000	0	10,000
938	220	Computer/Printer/Software	90779Z	1	0	10,950	0	10,950
938	220	IBM Selectric Typewriter Purchase of equipment not justified.	90780Z	1	0	1,000	0	1,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
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Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
770	303	Real Estate				\$10,672	\$6,700	\$3,972
770	318	Building Repair				229,762	220,235	9,527
770	319	Public Works - Street Cleaning				56,075	30,125	25,950
		Reduce to actual 92-93 expenditures, annualized and adjusted for 93-94.						
770	420	City Attorney Services				7,724	5,192	2,532
		Reduce to actual 92-93 expenditures.						

Clean Water Operation Fund (78007)

771	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				12,887,195	12,843,630	*
891	001	Management Information Systems Specialist I	1811 N	1	1	35,230	17,615	17,615
891	001	Management Information Systems Specialist III Reduce to reflect half salary. Positions to be filled second half of the year. Positions are justified and the Budget Analyst recommends funding the positions for one-half year beginning January 1, 1994. Therefore, reduce the budget amount by 13 pay periods.	1819 N	1	1	51,900	25,950	25,950

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
771	010	Overtime Additional management audit recommendation.				1,090,748	1,015,748	75,000
771	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,931,739	2,922,155	9,584
771	100	Professional Services * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$220,400.				489,900	489,900	*
771	112	Travel Limit cost to one employee per conference.				25,181	22,581	2,600
771	144	Membership Dues Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				11,000	8,000	3,000
771	190	Other Non-Personel Services Based on Budget Analyst's management audit recommendations on the Clean Water Program. *Reserve \$350,000 until more information on contracts including MBE/WBE participation.				8,980,322	8,655,322*	325,000
771	130	Materials and Supplies Based on Budget Analyst's management audit recommendations. Reserve \$200,000 until a study is completed on stock overage.				7,588,823	7,588,823	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
772	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				578,260	550,660	*
939	220	Macintosh Computer	90701Z	3	2	12,000	8,000	\$4,000
939	220	MacLaser Printer	90704Z	1	0	2,500	0	2,500
939	220	Notebook Computer	90708Z	2	1	7,000	3,500	3,500
939	220	Laptop Computer	90706Z	1	0	4,500	0	4,500
939	220	Personal Computer	90711Z	1	1	4,600	2,300	2,300
939	220	Next Scanner Bureau already has sufficient micro-computer resources.	90713Z	1	0	4,000	0	4,000
939	220	Auto CAD BWPC should maximize use of existing resources.	90712Z	1	0	5,000	0	5,000
939	220	Sony Video This item available at BCM.	90719Z	1	0	1,800	0	1,800
772	304	Medical Service				64,822	50,000	14,822
772	317	DPW Street Repair Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				264,792	250,000	14,792
772	319	Street Cleaning Ten percent reduction in budgeted costs.				671,554	604,400	67,154
772	339	Controller Adjusted to reflect true cost of audit.				35,700	34,900	800
772	350	Reproduction Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				24,528	12,408	12,120

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Earl P. Mills Community Facility (780148)</u>								
774	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				51,346	47,654	3,692
<u>Bureau Overhead (780049)</u>								
776	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,097,590	1,072,123	*
891	001	Clerk Typist The Department has not adequately justified this new position.	1424HN	3	2	86,632	61,165	25,467
776	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				24,325	18,315	6,010
776	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				233,050	227,447	5,603
776	100	Professional Services				2,582	1,730	852
776	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				6,240	4,815	1,425

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
776	112	Travel Reduce by 15 percent because Department should be able to reduce the number of out-of-town seminars.				9,938	8,447	1,491
776	129	Entertainment and Promotion Not adequately justified.				50	0	50
776	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				14,000	4,000	*
941	220	PC Color Monitor	90776Z	1	1	5,000	4,000	1,000
941	220	MacIntosh Quadra 950/16MB The cost of the PC Color Monitor has been adjusted and the MacIntosh Quadra 950/16MB is not adequately justified.	90777Z	1	0	9,000	0	9,000
777	310	Central Shops				262,419	210,000	52,419
777	316	Central Shops, Fuel Stock				50,650	30,000	20,650
777	350	Reproduction				1,090	990	100
777	370	Workers Compensation Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				200,000	143,856	56,144

Interdepartmental Services (778126)

779	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				769,490	528,792	*
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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/07 Water Pollution Control

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
891	001	Salary Savings	9993			0	(240,698)	240,698
		Salary savings has been increased to reflect the elimination of eight positions including 4 Class 7372 Stationary Engineers, 3 Class 7373 Senior Stationary Engineers and 1 Class 5130 Sewage Treatment Plant Superintendent for the six-month period January-June 1994.						
779	010	Overtime				44,477	33,384	11,093
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
779	060	Mandatory Fringe Benefits				167,318	114,364	52,954
		Corresponds to reduction in salaries.						
Total Recommended Reductions								\$1,176,607
Total Recommended Reserves								\$770,400

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/08 - Street Cleaning/Urban Forestry

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
<u>Special Gas Tax Improvement Fund (782011)</u>								
784	190	Other Non-Personal Services Reduce to reflect current expenditure levels.				\$29,250	\$28,750	\$500
785	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				127,500	111,000	*
942	220	S-10 Pickup Item not justified, Bureau should utilize existing vehicle resources.	90804Y	3	2	49,500	33,000	16,500
785	315	Water Department				4,400	3,000	1,400
785	320	Public Works-Engineering Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				47,611	43,285	4,326
<u>Bureau Support Services (782060)</u>								
786	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				54,715	47,715	7,000
786	112	Travel Reduce by one-third.				5,225	5,000	225
786	113	Training Not adequately justified.				26,550	25,000	1,550

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/08 - Street Cleaning/Urban Forestry

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
786	129	Entertainment & Promotion Not fully justified.				\$250	\$125	\$125
786	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				47,860	45,360	*
943	220	Lexmark Ink Jet Printer Reduce total number of items from 3 to 2.	90806Y	3	2	7,500	5,000	2,500
787	304	Medical Services				26,601	20,000	6,601
787	316	Central Shops, Fuel Stock Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				338,879	329,845	9,034

Interdepartmental Services (782094)

789	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,104,755	1,093,710	*
897	001	Street Cleaning Supervisor II The Budget Analyst concurs that the position is needed. The additional supervisor will manage an expansion of the workforce program. We recommend approval of the position and have included 5 biweekly pay periods of salary saving related to Civil Service Commission approval scheduled in September 1993.	7281WN	7	7	403,584	392,539	11,045

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/08 - Street Cleaning/Urban Forestry

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
789	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				\$7,722	\$6,690	\$1,032
789	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				246,687	244,257	2,430
		Total Recommended Reductions						\$64,268

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/09 - Street & Sewer Repair

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
<u>Road Fund (784017)</u>								
794	020	Temporary Salaries				\$202,526	\$182,273	\$20,253
		Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.						
794	018	Premium Pay				65,986	30,775	35,211
		Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.						
794	100	Professional Services				36,575	36,000	575
		Increase not justified.						
794	113	Training				1,731	1,656	75
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
794	190	Non Personal Services				175,709	166,924	8,785
		Fund at 1991-92 actual with adjustment for inflation.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/09 - Street & Sewer Repair

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Sewer Repair (784108)</u>								
796	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				\$88,584	\$78,882	\$9,702
796	190	Other Services Reduced 25% to accurately reflect current expenditures adjusted for 1993-94.				869,671	859,671	10,000
797	304	Medical Services Reduced to reflect current expenditure levels.				14,570	11,368	3,202
797	317	DPW Street Repair Full budget amount not adequately explained by Department.				250,000	244,000	6,000
797	420	City Attorney Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				79,920	71,700	8,220
<u>Bureau Overhead (784066)</u>								
798	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				12,678	9,173	3,505
798	190	Other Non-Personal Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				318,027	315,027	3,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/09 - Street & Sewer Repair

Page			Position/ Equipment	Number	Amount		
No.	Object	Account Title	Number	From	To	From	To
							Savings
799	316	Central Shop				174,043	165,000
							9,043
<u>Interdepartmental Service Fund (784090)</u>							
801	010	Overtime				107,265	96,000
		Reduction based on a comparison of current salary and overtime expenditures.					11,265
Total Recommended Reductions							\$128,836

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 PublicWorks/12 - Environmental Regulation & Management**

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Pretreatment and Use (777011)</u>								
813	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$2,179,412	\$2,165,102	*
908	001	Wastewater Control Inspector	A894	6	6	323,365	301,455	\$21,910
908	001	Sanitary Engineering Technician	6106S	15	15	697,425	706,335	(8,910)

The Department has requested one new Class A894 Wastewater Control Inspector and one upward reclassification Class A894 Wastewater Control Inspector to replace one Class 6106 Sanitary Engineering Technician. The Department has adequately justified the new position.

Regarding the new and reclassified positions, the Civil Service Commission staff recommends approval and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.

* We recommend reserving the balance of \$9,482 pending final Civil Service Commission approval and approval of the City's final budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 PublicWorks/12 - Environmental Regulation & Management**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
908	001	Civil Engineering Assistant I	5360S	2	2	\$67,390	\$54,480	\$12,910
908	001	Engineering Trainee I	5380S	0	0	0	11,600	(11,600)
		Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.						
		* We recommend reserving the balance of \$5,527 pending final Civil Service Commission approval and approval of the City's final budget.						
813	018	Premium Pay				20,096	14,881	5,215
		Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.						
813	060	Mandatory Fringe Benefits				478,115	474,967	3,148
		Corresponds to reduction in salaries.						
813	100	Professional Services				455,088	455,088	*
		* Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$455,088.						
813	112	Travel				4,879	4,124	755
		Reduce to 1 employee per conference.						
813	113	Training				8,471	7,291	1,180
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 PublicWorks/12 - Environmental Regulation & Management**

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
813	190	Other Non-Personal Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				\$145,000	\$135,000	\$10,000
814	389	Misc. Department Services of 11 staff in the Bureau of Water Pollution Control should total \$726,468 as follows:				1,049,576	986,496	63,080
		1-2416 Buc. Lab Asst.	\$35,366					
		5-2471 Water Control Chemist	262,825					
		1-2478 Sr. Sewage Tr. Chemist	65,433					
		4-6106 San. Eng. Tech.	<u>186,040</u>					
		Subtotal	549,664					
		Salary Savings 3%	-16,490					
		Fringe Benefits	133,294					
		Department Overhead	260,028					
		Materials and Supplies	<u>60,000</u>					
		Total	986,496					
814	420	City Attorney Services Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				34,880	32,880	2,000

Bureau Support Services (777037)

816	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				140,967	140,332	.
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RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 PublicWorks/12 - Environmental Regulation & Management

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
908	001	Executive Secretary I	1450	1	1	\$39,881	\$32,241	\$7,640
908	001	Secretary II	1446	1	1	36,566	43,571	(7,005)
		Civil Service Commission staff recommends approval of this upward reclassification and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly payperiods of salary savings.						
		* We recommend reserving the balance of \$2,680 pending final Civil Service Commission approval and approval of the City's final budget.						
816	060	Mandatory Fringe Benefits				29,943	29,803	140
		Corresponds to reduction in salaries.						
816	129	Entertainment & Promotion				100	50	50
		Not fully justified.						
816	130	Materials and Supplies				46,091	45,091	1,000
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
817	350	Reproduction				17,940	13,775	4,165
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
Total Recommended Reductions								\$105,678
Recommended Reserve								\$472,777

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/13 Construction Management

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Bureau Overhead Fund (771055)</u>								
824	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				\$2,839	\$2,155	\$684
824	100	Professional Services Adjusted to reflect current expenditures. * Pending identification of specific contractors including MBE/WBE designations, reserve the amount of \$257,000.				297,704	292,704*	5,000
824	112	Travel 1 person per conference.				7,962	6,554	1,408
824	144	Membership Dues Reduce to 1992-93 expenditure adjusted by a cost of living factor for 1993-94.				2,850	2,268	582
824	190	Other Non-Personal Svcs. Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				704,747	697,187	7,560
824	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				105,069	104,069	1,000
824	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				181,060	168,260	

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/13 Construction Management

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
949	220	LAN Workstation	90565Z	11	9	55,000	44,000	11,000
949	220	Scanners	90568Z	2	1	3,600	1,800	1,800
		Reduce number of equipment items.						
825	304	Medical Service				15,000	13,078	1,922
825	310	Central Shops, Vehicle Repairs				37,633	22,258	15,375
825	350	Reproduction				92,433	88,558	3,875
		Reduced to reflect current expenditures.						

Interdepartmental Services (771048)

827	001	Permanent Salaries - Misc.				5,111,312	5,092,119	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
913	001	Surveyor's Field Assistant	5310WN	3	3	129,234	120,981	8,253
913	001	Survey Party Chief	5314WN	3	3	171,321	160,381	10,940
		These positions are necessary to comply with the Government Code to maintain the hundreds of benchmark monuments throughout the City. Since 1980 the number of surveying crews has been reduced from 5 to 1 and the proposed staff would add one crew. Civil Service Commission staff recommends approval of these positions and the Civil Service Commission plans to vote on the recommendation in September. We recommend approval and have included 5 biweekly pay periods of salary savings.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

90 Public Works/13 Construction Management

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
827	010	Overtime Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				209,517	186,460	23,057
827	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.				\$6,152	\$1,022	\$5,130
827	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,153,765	1,149,539	4,226
827	112	Travel Reduce travel costs by 20 percent.				10,000	8,000	2,000
Total Recommended Reductions								\$103,812
Total Recommended Reserves								\$257,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 Public Works/14-Street Use and Mapping**

Page No.	Object	Account Title	Position/ Equipment Number	Number From To	Amount From To	Savings
<u>General Fund (778019)</u>						
832	010	Overtime Reduce to reflect actual current usage.			\$9,770 \$7,580	\$2,190
832	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.			1,820 220	1,600
<u>Bureau Overhead (779140)</u>						
844	018	Premium Pay Reduce to actual 1992-93 expenditure level adjusted for changes in personnel eligible for premium pay in 1993-94.			910 575	335
844	100	Professional Services * Reserve funds until details of the contractors are provided.			13,600 13,600	•
844	112	Travel Reduce the total number of trips to meetings and seminars.			5,018 4,018	1,000
844	113	Training Reduce to reflect actual 1992-93 expenditures.			18,375 17,375	1,000
844	129	Entertainment Expense partly justified.			100 50	50

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division **90 Public Works/14-Street Use and Mapping**

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
844	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				\$108,891	\$107,891	*
950	220	Bernoulli box Equipment cost reduced to reflect actual price of items.	90159Z	2	2	5,986	4,986	\$1,000
845	310	Central Shops				38,441	19,500	18,941
845	316	Central Shops, Fuel Stock				24,446	11,080	13,366
845	351	City Mail Services				2,608	2,256	352
845	370	Workers Compensation Reduce to reflect actual 1992-93 expenditures.				4,000	2,000	2,000
<u>Interdepartmental Services (779132)</u>								
847	010	Overtime Reduce overtime usage by one-third which reflects current overtime costs.				45,162	30,108	15,054
847	112	Travel Reduce 10 percent equal to three seminars.				4,250	3,825	425
Total Recommended Reductions								\$57,313
Total Recommended Reserves								\$13,600

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 27 Airport

Budget Detail:
Budget Summary:

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	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated			\$0	n/a
Special Revenue Funds			0	n/a
Departmental Revenue	184,097,963	201,776,731	17,678,768	9.6
Subtotal, Mayor's Budget	<u>\$184,097,963</u>	<u>\$201,776,731</u>	<u>\$17,678,768</u>	<u>9.6 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$184,097,963	\$201,776,731	\$17,678,768	9.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$170,570,124	\$181,729,180	\$11,159,056	6.5 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$170,570,124	\$181,729,180	\$11,159,056	6.5 %
Mayor's Listed Positions:				
Permanent	1096.00	1069.00 *	-27.0	-2.5 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>1096.00</u>	<u>1069.00</u>	<u>-27.0</u>	<u>-2.5 %</u>
Adjustments (FTE):				
Overtime/Temporary	50.25	51.81	1.56	3.10 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(60.80)	(50.70)	10.10	(16.61)
Other Adjustments	<u>(66.20)</u>	<u>(4.20)</u>	<u>62.00</u>	<u>(93.66)</u>
Total FTE	1019.25	1065.91	46.66	4.58 %

*Includes 5 members of the Airports Commission.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **27 Airport**

Financial Data:

The Airports Commission's proposed \$181,729,180 budget for 1993-94 is \$11,159,056 or 6.5 percent more than the original 1992-93 budget of \$170,570,124. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 7,637,662 or 4.0 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Airport Operation & Maintenance	\$170,570,124	\$189,366,842	\$181,729,180	\$181,729,180
Total				

Department Revenue and Fee Charges:

Airport revenues are projected to be \$201,776,731 in FY 1993-94, which is \$17,678,768 or 9.6 percent greater than the original revenue estimate of \$184,097,963 for FY 1992-93. Major increases are in Airline Landing Fees (\$8,705,768); Rentals - Unimproved Areas, South and North Terminals, Custom Facility (\$6,918,026); Car Rental Concession (\$1,238,000); and Parking (\$1,019,000).

Department Expenditures

The number of permanent authorized positions decreases by 27 from 1,096 in FY 1992-93 to 1,069 in FY 1993-94. However, the number of FTEs increases by 46.66 with Permanent Salaries budgeted to increase by \$1,915,977, from \$44,842,104 to \$46,758,081. This results from a reduction in salary savings (resulting in more salary funds) and an increase in project funded positions (See Comment No. 2).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **27 Airport**

Comments:

1. For 1993-94 the Airport has budgeted a \$14.1 million revenue transfer to the City's General Fund from the Airport's concessions revenues for FY 1993-94. This equity transfer of \$14.1 million is net of the approximately \$1.5 million interest payment on the \$25 million advance made to the City's General Fund by the Airport in FY 1992-93. Without this interest payment, the equity transfer to the General Fund would have been \$15.6 million or \$0.7 million more than 1992-93.

2. The Airport's FY 1993-94 budget contains 27 fewer permanent positions compared to the FY 1992-93 Budget, or 969 compared to 996 in FY 1992-93. However, the full-time equivalent (FTE) number of positions in the Department, which includes an increase in project funded positions and a decrease in the salary savings, increases by 46.66 to 1065.91 FTE in FY 1993-94 compared to 1019.25 FTE in FY 1992-93. The increase in the Airport's number of full-time-equivalent positions is due to the Department's construction program.

3. The Airports budgeted Debt Service payments for FY 1993-94 amount to \$55,466,328, which is an increase of \$1,920,992 over the \$53,545,336 budgeted for FY 1992-93.

4. The Airport is budgeting approximately \$32.3 million for payments for services of other City departments including services to the Human Rights Commission; Light, Heat and Power; the Civil Service Commission; the City Attorney; the Controller's Office and the Fire Department. The comparable amount in FY 1992-93 was \$30.9 million.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

27 Airport

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Airport Operating (300001)</u>								
348	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$43,880,436	\$43,449,723	*
392	001	Confidential Secretary	AA48	1	0	41,838	0	\$41,838
392	001	Secretary II To deny an upward reclassifications not approved by Civil Service, and to reduce salaries for 13 positions in classification 1446 to the amount necessary to fund that number of positions at the top step.	1446	12	13	475,498	475,358	140
392	001	Airport Communications Planner	AA34	1	0	37,638	0	37,638
393	001	Senior Status and Procedures Analyst	1864	2	0	101,581	0	101,581
397	001	Airport Police Officer	9210	125	126	6,005,528	6,005,528	0
393	001	Senior Programs Analyst To deny a reclassification request that according to Civil Service must await the results of the current Citywide Data Processing Classification Project.	1874	2	4	101,661	101,661	0

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

27 Airport

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
392	001	Secretary II	1446	12	12	\$475,498	\$475,498	•
392	001	Executive Secretary II	1452	3	3	125,414	125,414	•
392	001	Executive Secretary I	1450	7	7	275,512	275,512	•
		Civil Service Commission staff recommends approval of three upward reclassifications to 1452 from 1450 and seven upward reclassifications from 1446 to 1450. The Civil Service Commission plans to vote on the recommendation in September. The budget includes funding for this upward reclassification for only 10 months.						
		* We recommend reserving the increased cost of \$13,160 pending final Civil Service Commission approval and approval of the City's final budget.						
394	001	Assoc. Civil Engineer	5206	5	4	299,756	239,804	\$59,952
394	001	Industrial Engineer	5209	4	3	203,421	143,469	59,952
396	001	Electronic Maintenance Technician	7318	5	4	290,948	226,142	64,806
396	001	Radio Technician	7367	4	3	263,267	198,461	64,806
		To delete four vacant positions.						
348	060	Mandatory Fringe Benefits				10,725,964	10,636,936	89,028
		Corresponds to reduction in salaries.						
348	100	Professional Services				1,139,700	1,009,600	130,100
		To reduce to current year budget level.						
348	113	Training				143,750	110,000	33,750
		To reduce to current year level plus provide a \$17,180 increment for special training needs.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

27 Airport

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
348	129	Entertainment To reduce to actual FY 1992-93 expenditure level.				\$84,000	\$64,000	\$20,000
348	190	Other Non-Personal Services To reduce funding for the Airport Shuttle Bus (\$300,000), and Luggage Carts (\$300,000) based on the Department's most current information on demand for these services.				14,031,819	13,431,819	600,000
348	130	Materials & Supplies Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				4,948,759	4,690,507	258,252
<u>Marketing Analysis and Development (574335)</u>								
371		Reduction Not Detailed Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				878,932	778,932	100,000
<u>Environmental Control Program (574335)</u>								
373		Reduction Not Detailed Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94.				879,118	776,362	102,756
Total Recommended Reductions								\$1,764,599
Total Recommended Reserves								\$13,160

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 39 Port

**Budget Detail:
Budget Summary:**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated			\$0	n/a
Special Revenue Funds			0	n/a
Departmental Revenue	38,868,516	37,107,725	(1,760,791)	-4.5
Subtotal, Mayor's Budget	<u>\$38,868,516</u>	<u>\$37,107,725</u>	<u>(\$1,760,791)</u>	-4.5 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$38,868,516	\$37,107,725	(\$1,760,791)	-4.5 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$36,268,586	\$34,616,292	(\$1,652,294)	-4.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$36,268,586	\$34,616,292	(\$1,652,294)	-4.6 %
Mayor's Listed Positions:				
Permanent	250.0	243.0	-7.0	-2.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>250.0</u>	<u>243.0</u>	<u>-7.0</u>	-2.8 %
Adjustments (FTE):				
Overtime/Temporary	5.90	5.50	-0.4	-6.8 %
Supplemental Appropriations			0.0	n/a
Salary Savings	(12.44)	(12.43)	0.0	-0.1
Other Adjustments			0.0	n/a
Total FTE	243.5	236.1	-7.4	-3.0 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **39 - Port Commission**

Financial Data:

The proposed \$34,616,292 budget for 1993-94 is \$1,652,294 or 4.6 percent less than the original 1992-93 budget of \$36,268,586. The net decrease from the revised 1992-93 budget to the Standardized budget is \$3,001,557 or 8.0 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Port Operations	\$36,268,586	\$37,617,849	\$34,616,292	\$34,616,292

Department Revenue and Fee Changes

Budget revenues decrease by a total of \$1,760,791. The major sources of change are as follows:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Difference</u>
Rental of Property	\$17,689,300	\$20,049,200	\$2,359,900
Crane Rent	3,574,000	1,958,000	(1,616,000)
Wharfage	6,273,000	4,990,000	(1,283,000)
Interest Earned	2,816,216	1,854,325	(961,891)
Cargo Facilities	<u>1,613,000</u>	<u>1,092,000</u>	<u>(521,000)</u>
Sub-total	\$31,965,516	\$29,943,525	(\$2,021,991)
Misc. Other Revenues	<u>6,903,000</u>	<u>7,164,200</u>	<u>261,200</u>
Total	\$38,868,516	\$37,107,725	(\$1,760,791)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **39 - Port Commission**

Department Personnel Changes

The budgeted number of positions decreases by a total of 7, from 250 in FY 1992-93 to 243 in FY 1993-94. The net reduction of 7 positions results from position deletions. However, we have been informed by the Department that three of the positions were deleted in error by the Mayor's Office, and that a request to restore the three positions is being processed by the Mayor's Office as a clerical error.

Department Expenditures

FY 1992-93: \$36,268,586 FY 1993-94: \$34,616,292
Decrease of \$1,652,294

The major decreases in the Department's budget are as follows:

Labor Costs decreases by \$696,946, from \$16,388,464 to \$15,691,518, due to the net reduction of seven positions and an associated reduction in mandatory fringe benefits.

Non-Personal Services decrease by \$203,272 from \$4,786,779 to \$4,583,507 due primarily to a decrease in Professional Services.

Other Current Expenditures decrease by \$158,802 due to Materials and Supplies being reduced by that amount, from \$1,091,669 to \$932,867.

Equipment expenditures decreases by \$117,630 from \$365,380 to \$247,750.

Services of Other Departments decreases by \$71,963, from \$2,433,420 to \$2,361,457, due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Change</u>
Building Repair	\$96,000	\$120,500	\$24,500
DPW Street Repair	0	72,324	72,324
Police	122,376	78,494	(43,882)
Toxics Waste	88,450	62,795	(25,655)
Reproduction	12,080	29,580	17,500
CAO Insurance	1,400,000	1,300,000	(100,000)
Sub-total	\$1,718,906	\$1,663,693	(\$55,213)
Misc. Other Revenues	714,514	697,764	(16,750)
Total	\$2,433,420	\$2,361,457	(\$71,963)

Debt Service decreases by \$83,657, or from \$9,587,898 to \$9,504,241.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **39 - Port Commission**

Non-work Order Service of Other Departments increases by \$52,601, from \$667,622 to \$720,223, due to an increase in City Attorney Services.

Comments:

1. The Port's FY 1993-94 Budget request for Overtime \$366,594 is \$11,060 less than the original FY 1992-93 budgeted amount of \$377,654. Most of the overtime is used in Cargo Services (\$144,389), Tenant Services (\$111,648), and Internal Services (\$93,449).

2. The Port has \$146,823 in continued annual savings from the Early Retirement Program from two positions that were deleted.

3. The Port is requesting that its budget be reduced by a \$250,000 "Reduction Not Detailed" rather than on a line item by line item basis. According to the Port, this would enable the Port to manage its resources in a prudent, business-like manner in its efforts to attract new business and retain existing customers. The Budget Analyst had preliminarily recommended line item expenditure reductions of approximately \$160,000 in contrast to the Port's request of a \$250,000 "Reduction Not Detailed." We concur with the Port's request.

4. At the FY 1993-94 Budget Hearing of June 23, 1993, the Budget Committee inquired about the possibility of the Port paying for additional City services that would go to the City's General Fund. The Port has responded, in summary, as follows:

"The Port is currently paying the City and County of San Francisco \$4.4 million for services that it directly receives from General Fund Departments (i.e. Police, Fire, HRC, Real Estate, DPW, City Attorney, etc.). This represents 12% of the Port's total FY 1993-94 budget. Additionally, under the COWCAP formula, the Port pays for actual costs of additional General Fund Departments in the amount of \$574,729, for an additional 2% of the Port's total budget. The Port's Tenants (i.e. restaurants and retail shops) also pay possessory interest taxes for their leasehold interests which cover basic City services such as Police and Fire.

In the coming fiscal year, the Port will be providing a new revenue stream to the General Fund by purchasing electrical power from Hetch Hetchy instead of PG&E, thereby contributing another \$1.2 million. We will continue to look for other opportunities to purchase services from the City consistent with the provisions of our trust, as suggested by Members of the Budget Committee last week."

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

39 Port

Page			Position/ Equipment	Number		Amount		
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
<u>S. F. Harbor Improvement (360016)</u>								
529	001	Permanent Salaries - Misc.				\$12,024,897	\$12,024,897	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
548	001	Safety Officer	5177	1	1	68,408	68,408	*
		To reserve \$7,021 pending Civil Service review of the requested upward reclassification from classification 6130, Safety Analyst.						
531	380	Budget Reduction Not Detailed				0	(250,000)	\$250,000
		To reduce the Port's budget by \$250,000.						

Total Recommended Reductions

\$250,000

Total Recommended Reserves

\$7,021



**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 36 Parking and Traffic

**Page
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**Budget Detail:
Budget Summary:**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$1,715,200	\$2,443,136	\$727,936	42.4
General Fund Unallocated	10,903,996	12,137,674	1,233,678	11.3
Other Departmental Revenue	15,188,342	12,753,341	(2,435,001)	-16.0
Subtotal, Mayor's Budget	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$27,807,538	\$27,334,151	(\$473,387)	-1.7 %
Mayor's Listed Positions:				
Permanent	478.0	467.0	-11.0	-2.3 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	478.0	467.0	-11.0	-2.3 %
Adjustments (FTE):				
Overtime/Temporary	10.50	21.75	11.25	107.14 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(27.62)	(35.31)	(7.69)	27.84
Other Adjustments	(17.44)	(23.31)	(5.87)	33.66
Total FTE	443.44	430.13	(13.31)	(3.00) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **36 - Parking and Traffic Commission**

Financial Data:

The Parking and Traffic Department's proposed \$27,334,151 budget for 1993-94 is \$473,387 or 1.7 percent lower than the original 1992-93 budget of \$27,807,538. The net decrease from the revised 1992-93 budget to the Standardized budget is \$828,467 or 2.9 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
<u>General Fund</u>				
Enforcement	\$12,271,991	\$12,493,872	\$14,104,181	\$14,104,181
Residential Parking	<u>347,205</u>	<u>366,378</u>	<u>476,629</u>	<u>476,629</u>
Total General Fund	\$12,619,196	\$12,860,250	\$14,580,810	\$14,580,810
<u>Off-Street Parking Fund</u>				
Administration	\$4,965,572	\$4,997,047	\$2,372,955	\$2,372,955
Parking Authority	<u>3,324,561</u>	<u>3,345,140</u>	<u>4,006,860</u>	<u>4,006,860</u>
Total Off-Street Fund	\$8,290,133	\$8,342,187	\$6,379,815	\$6,379,815
<u>Airport Operating Fund</u>				
Work Order	0	\$7,497	0	0
<u>Road Fund</u>				
Traffic Engr. & Oper	<u>\$6,898,209</u>	<u>\$6,952,684</u>	<u>\$6,373,526</u>	<u>\$6,373,526</u>
TOTAL DEPT.	\$27,807,538	\$28,162,618	\$27,334,151	\$27,334,151

Department Revenue:

Departmental Revenue from sources other than the General Fund for the Department of Parking and Traffic (DPT) in FY1993-94 will be \$12,753,341, approximately 18 percent of the estimated total DPT FY1993-94 revenues of \$71,120,187. The total revenue projection represents a decrease of \$10,684,969, or 13.3 percent from FY1992-93 budgeted revenues, but an increase of \$5,736,765, or 8.9 percent, over projected actual revenues for FY1992-93.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 36 - Parking and Traffic Commission

FY1992-1993 parking meter and parking fine combined revenues were approximately \$48.8 million, or \$11.6 million less than the expected \$60.4 million, largely because many of the approximately 21,000 parking meters in San Francisco were vandalized, and the vaults or lids of all meters in the City had to be replaced to avoid further vandalism. For FY1993-94, the Department of Parking and Traffic (DPT) anticipates achieving \$54.3 million in parking meter (\$12.3 million) and parking fine (\$42 million) revenues.

Ms. Kathryn Hile of DPT advises that the parking meter revenue projection of \$12.3 million is equivalent to the FY1992-93 original projection. The FY1993-94 parking fine revenue projection of approximately \$42 million is based on FY1992-93 actual revenues, increased for the loss due to meter vandalism, but decreased because State legislation will reduce the share of parking citation revenue the City receives from other local issuing agencies, such as UCSF and City College (a reduction of \$244,000), as well as because the Department is providing traffic control at Giants games, resulting in an estimated \$250,000 loss in citation revenues for Parking Control Officers detailed to the games. Ms. Hile reports that FY1993-94 revenue estimates for garages, residential parking permits, boot removal and the tow surcharge are based on FY1992-93 actual revenues.

Department Expenditures:

1. **General Fund Enforcement and Residential Parking Programs.** The DPT General Fund budget for 1993-94 has been increased by approximately \$1.8 million because of the return of costs that had been transferred from the General Fund to the Off-Street Parking Fund in the past two fiscal years. Salaries for 32 Parking Control Officers, 2 of their supervisors, and the expenses of printing parking citations and mailing residential parking permits have been returned to the General Fund.

Ms. Hile advises that these costs were transferred from the General Fund to the Off-Street Parking Fund in FY1991-92 and FY1992-93 in order to relieve the General Fund. However, Ms. Hile states, the costs logically belong in the General Fund, and have been transferred back this year because the Off-Street Parking Fund will need the \$2 million to pay debt service for construction of the new San Francisco General Hospital garage, as well as to start to bring City garages into compliance with the Americans with Disabilities Act (ADA). These are capital expenditures which do not appear in the DPT budget, but are detailed in the Capital Projects budget.

Two activities that were formerly administered by the Police Department are budgeted in the DPT FY1993-94 General Fund budget. In FY1992-93, DPT assumed full responsibility from the Police Department for the dispatch function related to calls about blocked driveways and other neighborhood parking complaints. New expenditures of \$12,000 have been budgeted in FY1993-94 for rental, support and maintenance of the dispatch equipment. The DPT will also take over the School Crossing Guard Program this year. Formerly included in the Police Department budget at approximately \$500,000, the cost to the General Fund for School Crossing Guards under DPT will be approximately \$450,000 in Temporary Salaries, because 9 vacancies in school guard positions are eliminated in the FY1993-94 budget, for a savings of \$50,000. DPT proposes to cover unfilled crossing guard needs by allocating Parking Control Officers to divide their time between this function and their normal duties.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: 36 - Parking and Traffic Commission

The Enforcement Division salary savings has been increased from 6.5 percent to 9.13 percent, resulting in reduced salary funds of approximately \$242,000.

2. Off-Street Parking Fund Administration and Parking Authority Programs. As discussed above, \$1.8 million in expenses was returned to the General Fund, after being transferred to the Off-Street Parking Fund over the past two years.

Approximately \$73,000 has been budgeted to contract with the Board of Supervisors Budget Analyst to perform a management audit of the City-owned and non-profit parking garages under the authority of the Parking and Traffic Commission. The Board of Supervisors has directed the Budget Analyst to conduct a comprehensive management audit of the balance of the Department under the Budget Analyst's regular responsibilities.

3. Road Fund Traffic Engineering and Traffic Operations Program. DPT Road Fund Traffic Engineering expenses have been reduced by \$524,683 from FY1992-93 levels with the elimination of 3 vacant positions and other salary and materials reductions. In addition to these spending cuts, DPT plans to transfer 4.5 full time equivalent positions from Road Fund authorized duties to working on projects for which the Traffic Engineering and Traffic Operations Program is reimbursed by grants, Gas Tax revenue, half cent sales tax revenue and the Department of Public Works. This will result in cost recovery of \$834,000 in FY1993-94, an increase of \$212,000 over the FY1992-93 level.

Comments

1. Eleven permanent authorized positions have been eliminated in the proposed DPT budget, including 6 filled positions (resulting in layoffs) and 4 vacancies. Mr. Tim Johnson advises that the elimination of five out of six Assistant Supervisor positions in the Enforcement Division may affect efforts to reduce absenteeism among Parking Control Officers. Mr. Johnson further advises that the elimination of an 1823 Senior Administrative Assistant will seriously hamper DPT efforts to develop a long term capital improvement plan. Mr. Ray Abinanti of DPT reports that the loss of the 1840 Junior Management Assistant from the Administration Division will disrupt job scheduling. Three vacant positions in the Road Fund Traffic Engineering and Operations program have also been eliminated in the FY1993-94 budget. Mr. Bond Yee, City Traffic Engineer, states that the inability to fill these positions could result in project delays.

2. The Enforcement Division of DPT has historically achieved at least a 6.5 % salary savings, but Ms. Hile advises that DPT will have to hold Parking Control Officer positions vacant in order to reach the 9.13% salary savings level which has been budgeted in FY1993-94. The Department has not yet estimated the impact of the increased salary savings on parking fine revenues.

3. State Assembly Bill 408 requires the transfer of existing personnel and supporting resources for the function of processing and adjudicating parking citations be transferred to the Department of Parking and Traffic by January 1, 1994. Based on an analysis performed by the Board of Supervisors Budget Analyst, the Controller has placed approximately \$2.4 million on reserve in the Municipal Court budget for transfer to DPT when the transfer of this function occurs.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **36 - Parking and Traffic Commission**

4. School crossing guards are included in the Department's 1993-94 budget. As these services are related to children, the Budget Committee is requesting that the school crossing guards be funded by the Children's Fund in accordance with Proposition J rather than using General Fund monies.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
General Fund (353250)								
499	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$9,058,986	\$9,058,255	*
511	001	Senior Clerk Reduce to maximum salary at the top step.	1426	3	3	99,937	99,206	\$731
499	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,466,525	2,466,397	128
499	130	Materials & Supplies Reduce to actual 1992-93 expenditure level, including costs transferred from Off-Street Parking Fund, adjusted by a cost of living factor for 1993-94, plus \$2,000 for School Crossing Guard Program.				146,079	131,042	15,037
499	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				5,100	2,550	*
519	220	Equipment Purchase One additional computer will improve manager's ability to track citations and schedule beats. Purchase of a second computer should be postponed until the City's fiscal problems are resolved.	36007Z	2	1	5,100	2,550	2,550

Subtotal-Recommended General Fund Reductions

\$18,441

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Off-Street Parking Fund (353201)								
494	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$928,914	\$926,501	.
	001	Account Clerk	1630	0	1	0	25,257	(\$25,257)
507	001	Senior Account Clerk	1632	2	1	62,966	29,655	33,311
511	001	Senior Clerk Typist Civil Service Commission staff recommends reclassification of this Senior Clerk Typist position to a class 1630 Account Clerk rather than a class 1632 Senior Account Clerk. The Civil Service Commission plans to vote on the recommendation in September. We recommend approval at the 1630 level, and have allowed for the needed budgeted funds for the position at that level. We have included 5 biweekly payperiods at the 1426 level, as the next Civil Service Commission meeting is in September. * We recommend reserving the balance of \$1,449 pending final Civil Service Commission approval and approval of the City's final budget.	1426	(3)	(3)	99,937	105,578	(5,641)
494	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				204,890	203,897	993

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
494	113	Training The Department has not adequately justified the need for personal computer training, which was already provided in FY 92-93.				\$12,100	\$8,800	\$3,300
494	130	Materials and Supplies Reduce to actual 1992-93 expenditure level, adjusted by a cost of living factor for 1993-94. Because some costs in this object were transferred to the General Fund and the Road Fund, we pro-rate actual 1992-93 expenditures according to share of 1992-93 off-street materials and supplies budget in each fund in 1993-94.				15,000	11,982	3,018
495	220	Equipment Purchase * The recommended reduction in Temporary Salaries is the total of the following specific recommendations.				15,300	5,100	*
517	220	Equipment Purchase The Department has adequately justified the need for only 2 of 6 new personal computers, given the City's current fiscal problems.	36001Z	6	2	15,300	5,100	10,200
497	220	Equipment Purchase * The recommended reduction in Equipment Purchase is the total of the following specific recommendations.				36,300	20,500	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
518	220	Mini-Van The Department has not adequately justified the need for a replacement mini-van, given the City's current fiscal problems.	3602Y	1	0	\$15,800	0	\$15,800
495	313	Civil Service Training The Department has added \$4,000 to the FY 1992-93 training budget for a management strategic planning retreat. Reduce to 1992-93 budget level.				11,320	7,320	4,000

Subtotal-Recommended Off-Street Parking Fund Administration Program Reductions

\$39,724

Road Fund (353276)

501	001	Permanent Salaries - Misc. • The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				3,001,734	2,998,497	*
513	001	Painter Supervisor Reduce to maximum salary at the top step.	7242	1	1	55,750	54,131	1,619
513	001	Electrical Line Worker Reduce to maximum salary at the top step.	7338	2	2	113,065	111,447	1,618
501	060	Mandatory Fringe Corresponds to reduction in salaries.				765,391	764,846	545

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
501	112	Travel Allow only one electrician (instead of two) to attend week of free training in Syracuse, New York. This reduces travel budget to 1992-93 level.				\$2,400	\$1,200	\$1,200
501	113	Training The Department has not adequately justified the need for continued software training at 1992-93 level.				6,500	5,500	1,000
501	130	Materials and Supplies Reduce the costs transferred from the Off-Street Parking Fund to actual 1992-93 expenditure level, adjusted by a cost of living factor for 1993-94.				768,903	767,215	1,688
501	220	Equipment Purchase * The recommended reduction in Equipment purchase is the total of the following specific recommendation.				90,300	41,100	*
520	220	Personal Computers The Department has adequately justified the need for only 2 of 6 new personal computers.	36105Z	6	2	15,300	5,100	10,200
520	220	Mini-Van The Department has not adequately justified the need for a replacement mini-van given the City's current fiscal problems.	36012Y	1	0	14,000	0	14,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

36 Parking and Traffic

Page No.	Object	Account Title	Position/ Equipment Number	<u>Number</u>		<u>Amount</u>		<u>Savings</u>
				<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
520	220	1-ton Truck	36013Y	1	0	\$25,000	0	\$25,000
		The Department has not adequately justified the need for a replacement truck given the City's current fiscal problems.						
		<hr/>						
		Subtotal-Recommended Road Fund Reductions						
								\$56,870
		Total Recommended Reductions						
								\$115,040

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 75 Electricity

**Budget Detail:
Budget Summary:**

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue	\$3,200	\$247,200	\$244,000	7625.0
General Fund Unallocated	4,109,683	3,791,056	(318,627)	-7.8
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$4,112,883	\$4,038,256	(\$74,627)	-1.8 %
Mayor's Listed Positions:				
Permanent	70.0	71.0	1.0	1.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	70.0	71.0	1.0	1.4 %
Adjustments (FTE):				
Overtime/Temporary	2.85	8.70	5.85	205.26 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(3.86)	(2.95)	0.91	(23.58)
Other Adjustments			0.00	n/a
Total FTE	68.99	76.75	7.76	11.25 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

Financial Data:

The Electricity Department's proposed \$4,038,256 budget for 1993-94 is \$74,627 or 1.8 percent less than the original 1992-93 budget of \$4,112,883. The net decrease from the revised 1992-93 budget to the Standardized budget is \$29,623 or 0.7 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Telecommunications	\$695,270	\$681,475	\$975,892	\$975,892
Public Safety Wire Communication	1,749,552	1,733,814	1,592,916	1,592,916
Radio Electronic Communication Services	2,301,517	5,284,868	3,126,440	3,126,440
Administration and Support	757,812	749,407	752,002	752,002
Work Order Recovery	<u>(1,391,268)</u>	<u>(4,381,685)</u>	<u>(2,408,994)</u>	<u>(2,408,994)</u>
Total	\$4,112,883	\$4,067,879	\$4,038,256	\$4,038,256

Department Revenues

The Department of Electricity's projected revenues of \$247,200 for FY 1993-94 represent an increase of \$244,000 from the FY 1992-93 projected revenues of \$3,200. The increase is due to a one time recovery of \$240,000 in overcharges from AT&T and a \$4,000 increase based on a planned fee increase for a fee charged to private building owners for connection of a building's fire system to the Fire Department's central fire system. The fee charged for this service would be increased from \$2.50 to \$13.00 per month.

Department Expenditures

The Department of Electricity's proposed budget includes 71 permanent positions or one more than the 70 positions approved in the original fiscal year 1992-93 budget. The positions which would be deleted as well as those that would be added, are listed below:

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

<u>Position Deletions</u>	<u>No. of Positions</u>	<u>Budgeted Salaries</u>
1426 Senior Clerk (lay off)	(1)	(\$22,974)
1446 Secretary II (lay off)	(1)	(33,244)
1873 Systems Programmer lay off)	(1)	(54,740)
Subtotal	(3)	(\$110,958)
<u>Position Additions</u>		
1630 Account Clerk (new)	1	\$31,242
1370 Special Assistant XI(new)	2	77,848
1934 Storekeeper (previously budgeted incorrectly in Temporary Salaries)	1	34,191
Subtotal	4	\$143,281
Net Increase		\$32,323

The Department of Electricity is proposing to substitute eight 9700 series Staff Assistant positions for eight newly created 1300 series Special Assistant positions per the Civil Service Commission, for a total increase of \$13,954. Additionally, the Department is proposing the substitution of a 9750 Staff Assistant for a newly created AA52 Deputy General Manager position, for an increase of \$1,278, per the recommendation of the Civil Service Commission. The Department is also proposing the downward substitution of a 1654 Principal Accountant for a 1652 Senior Accountant for a decrease of \$4,715.

The Department of Electricity's Permanent Salaries in the Public Safety Wire Communication Division (General Fund) have been reduced by \$251,425, with a corresponding reduction of \$55,182 for Mandatory Fringe Benefits for a total reduction of \$306,607. This reduction primarily reflects the transfer of four positions, a 7308 Cable Splicer, at a cost of \$78,691 (salaries and fringe benefits), and three 7338 Electrical Line Workers, at a total cost of \$208,996 (salaries and fringe benefits), to a work order budget (Internal Service Fund).

Permanent Salaries in the Radio Electronic Communication Division (General Fund) have also been reduced by \$126,394, with a corresponding reduction in Mandatory Fringe Benefits of \$39,415, for a total reduction of \$165,809. This reduction reflects the transfer of three 7367 Radio Technicians, to a work order budget (Internal Service Fund). Additionally, a 1630 Account Clerk position was deleted from Temporary Salaries.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

Temporary Salaries in the Radio Electronic Communication - Public Safety Wire Communication Division (Internal Service Fund) have increased by \$220,793. This increase reflects the addition of three new 7338 Electrical Line Workers, at a cost of \$167,197 and one new 7514 General Laborer, at a cost of \$38,028, for a total cost of \$205,225. These positions would be paid for by a new contract, in the amount of approximately \$569,000, awarded to the Department of Electricity by the Public Utilities Commission (PUC) to operate a Street Light Maintenance Program.

Temporary Salaries have also increased in the Radio Electronic Communication - Radio Electronics Division from zero to \$129,216. The Department is proposing to hire up to 2 FTE Radio Technicians for anticipated work for the San Francisco Fire Department's Remodeling of the Central Fire Alarm Station, involving the design and procurement of new radio dispatching consoles and a Mobile Data Terminal System. Additionally, the Department is anticipating the installation of a radio system to activate valves in the Fire Department's expanded high pressure water system.

Overtime has been reduced in the Public Safety Wire Communication Division by \$21,750 and in the Radio Electronic Communication Division by \$2,494, for a total reduction in Overtime of \$24,244. Overtime has increased in the Radio Electronic Communication Division from zero to \$30,000. The Department is proposing this increase in overtime due to the installation and expansion of a new radio system for the Department of Public Works and for the anticipated conversion of the radio system for the Public Safety Departments (i.e., Police, Fire and Health) in order to meet Federal regulations and to enable the radio system to function more efficiently.

Comments

The Department of Electricity reports that transferring the three 7338 Electrical Line Workers and the one 7308 Cable Splicer from the General Fund to the work order budget, where they would be assigned to specific departmental projects, will result in the maintenance of the Department's outside cable plant being reduced by 40 percent, which includes replacing and rebuilding overhead wire and underground cable. Maintenance work would continue to be deferred and emergency repairs will be the first and, at times, only priority.

The Department advises that the transfer of the 7367 Radio Technicians to the work order budget and the reduction in Overtime will result in an increase in turn around time for maintenance of various radio repairs and service calls. For example, first priority items such as maintaining dispatch consoles, microwave equipment and leased landlines, particularly for the Police Department, will increase from a four to six hour response time to the next day. Secondary priority items such as radios in cars will increase from two to four hours turn around time minimum or by appointment and handheld radio repairs will increase from five days turn around time to ten to twelve working days. Third priority repair areas such as battery chargers, car and desk microphones and speakers will increase from eight days turn around time to ten to twelve days.

According to the Department the elimination of the 1426 Senior Clerk, the 1446 Secretary II and the 1873 Systems Programmer will have a detrimental effect on the Department's on - going operations.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **75 Department of Electricity**

As noted above, the Department of Electricity is requesting three new positions, a 1630 Account Clerk, and two 1370 Special Assistant XI positions. The Account Clerk was transferred from Temporary Salaries. The transfer of the Account Clerk from Temporary Salaries to Permanent Salaries would result in a net increase of \$18,907 because, the position will be going from a part-time position to a full time position. The Budget Analyst is recommending approval of these new positions.

The Department advises that one of the 1370 Special Assistant XI (Telecommunications Analyst) positions noted above is required to manage approximately fifteen new 1993-94 telecommunications projects for various City departments as well as to assist in managing the timely implementation of telecommunications equipment and services. Major projects include the Sheriff's facility at the Hall of Justice, the Mayor's Office of Emergency Services, the Department of Mental Health and the new one-stop permit processing building at 1660 Mission Street. The Department states that the second Telecommunication Analyst is needed to manage telecommunications equipment and services for Police facilities at the Hall of Justice and for Police stations. Currently, a Police Officer is assigned to these duties and AT&T is under contract to perform all project management, software and hardware coordination and implementation. According the Department hiring a new Telecommunications Analyst would allow the Police Officer to return to regular police duties and permit a decrease of the contract amount with AT&T .

According to the Department, a full time 1630 Account Clerk is needed in order to prevent the three Telecommunications Analyst staff and one Network Engineer from having to assume routine clerical work in addition to normal project management and coordination duties. This position is responsible for handling all Telecommunications calls that come in regarding project changes and for logging in those changes, and for handling routine accounting tasks associated with the management of all of the Telecommunications projects handled by the Division. Additionally, the position is responsible for assisting in closing the Division's books at the end of the year.

The Electricity Department proposes purchasing the following new equipment: an Aerial Lift Truck, at a cost of \$62,000, a Pole Dolly Trailer (trailer to haul utility poles), at a cost of \$10,000, and three vans at a cost of \$66,000. Additionally the Department is proposing to lease/purchase a Digger Derrick Truck , at a cost of \$50,000. The Aerial Lift Truck, Pole Dolly Trailer and Digger Derrick Truck are needed to perform the duties associated with the above-noted PUC contract to provide street light maintenance. This equipment would be paid for by the PUC contract. This contract is pending approval by the PUC Commission and is to be considered by the Commission at its meeting of June 30, 1993. The Department states that the three vans are needed to dispatch Cable Splicer staff to various locations in the City. The Department advises that six Cable Splicer positions were approved in the 1992-93 budget but only three vans were purchased. According to the Department, the additional three vans are needed to permit the dispatch of all six Cable Splicer staff in order to provide an acceptable level of service.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

75 Department of Electricity

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>DET BTC Recovery (General Fund) (943456)</u>								
639	390	Interdepartmental Recovery To increase the recovery amount which originally was erroneously calculated.				(\$5,367,768)	(\$5,393,428)	\$25,6
<u>Public Safety Wire Communication Division (General Fund) (425504)</u>								
641	060	Mandatory Fringe Benefits Reduction reflects recalculation of actual requirement for mandatory fringe benefits.				237,107	233,728	3,3
641	190	Other Non-Personal Services To delete funding in the amount of \$68,265 for rental of equipment which is not needed due to proposed equipment purchases. *Funds have been included in the budget to purchase an Aerial Lift Truck. Three months rental are required in the amount of \$6,135 before the truck can be delivered. Therefore, the requested equipment rental costs of \$6,135 should be reserved until the PUC contract is approved.				80,549	12,284*	68,2
641	220	Equipment Purchase * The recommended reduction and reservation in Equipment Purchase is the total of the following specific recommendations.				73,200	70,590	*
664	220	Aerial Lift Truck	75043Z	1	1	62,000	62,000 *	
664	220	Pole Dolly Trailer To reduce based on actual cost and reserve the amount of \$69,390 pending approval of the PUC contract.	75044Z	1	1	10,000	7,390 *	2,1

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

75 Department of Electricity

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
641	231	Equipment Lease/Purchase * The recommended reduction and reservation in Equipment Lease/Purchase is the total of the following specific recommendation.				\$50,000	\$36,950	*
664	231	Digger Derrick Truck * To reduce based on actual cost and reserve the amount of \$36,950 pending approval of the PUC contract.	75045Z	1	1	50,000	36,950	\$13,050

Telecommunications Division (General Fund) (425124)

637	060	Mandatory Fringe Benefits Reduction reflects recalculation of actual requirement for mandatory fringe benefits.				109,818	108,253	1,565
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Radio Electronic Communication Division (Internal Service Fund) (425553)

647	010	Overtime The Department was not budgeted for any Overtime in this Division in 1992-93. Based on the Department's explanation of anticipated increase in workload, the total amount requested is not adequately justified by the Department.				30,000	15,000	15,000
647	020	Temporary Salaries The Department was not budgeted for any Temporary Salaries in 1992-93. Based on the Department's explanation of anticipated increase in workload, the total amount requested is not adequately justified by the Department.				129,216	64,608	64,608

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

75 Department of Electricity

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
647	060	Mandatory Fringe Benefits Reduction reflects recalculation of actual requirement for mandatory fringe benefits.				\$117,297	\$115,625	\$1,6
<u>Administration & Support Division (General Fund) (425546)</u>								
650	060	Mandatory Fringe Benefits Reduction reflects recalculation of actual requirement for mandatory fringe benefits.				101,028	99,588	1,4
651	335	Toxic Waste Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				1,354	893	4
<u>Public Safety Wire Communication Division (General Fund) (425116)</u>								
645	060	Mandatory Fringe Benefits Reduction reflects recalculation of actual requirement for mandatory fringe benefits.				184,701	182,069	2,6
645	220	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				66,000	64,500	*
664	220	Vans Reduce to reflect vehicle base cost of \$16,000 per unit, in accordance with Purchaser's price list, plus \$5,500 for utility box conversion of each vehicle.	75041Z	3	3	66,000	64,500	1,5

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

75 Department of Electricity

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
Radio Electronic Communication Services (General Fund) (425512)								
643	060	Mandatory Fringe Benefits				\$107,873	\$106,336	\$1,537
		Reduction reflects recalculation of actual requirement for mandatory fringe benefits.						
Total Recommended Reductions								\$203,379
Total Recommended Reserves								\$112,475

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 40 Public Utilities Commission		Budget Detail: Budget Summary:		Page 562
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	(\$332,256)	(\$347,627)	(15,371)	4.6
Subtotal, Mayor's Budget	(\$332,256)	(\$347,627)	(\$15,371)	4.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	44,538,710	40,640,945	(3,897,765)	-8.8
Other Revenues			0	n/a
Total Revenues	\$44,206,454	\$40,293,318	(\$3,913,136)	-8.9 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures			\$0	n/a %
Supplemental Appropriations			0	n/a
Recoveries	43,874,198	39,945,691	(3,928,507)	-9.0
Other Expenditures	332,256	347,627	15,371	4.6
Total Expenditures	\$44,206,454	\$40,293,318	(\$3,913,136)	-8.9 %
Mayor's Listed Positions:				
Permanent	553.0	482.0	-71.0	-12.8 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	553.0	482.0	-71.0	-12.8 %
Adjustments (FTE):				
Overtime/Temporary	3.50	9.90	6.40	182.86 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(25.31)	(11.00)	14.31	(56.54)
Other Adjustments	(8.92)	(7.30)	1.62	(18.16)
Total FTE	522.27	473.60	(48.67)	(9.32) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **40 - Public Utilities Commission**

Financial Data:

The Public Utilities Commission's proposed \$40,293,318 budget for 1993-94 is \$3,913,136 or 8.8 percent less than the original 1992-93 budget of \$44,206,454. The net decrease from the revised 1992-93 budget to the Standardized budget is \$2,239,998 or 5.3 percent.

Summary of Budgeted Activities:

Activity	Fiscal Year 1992-93		Fiscal Year 1993-94	
	Original	Revised	Unstandardized	Standardized
Administration	\$4,364,205	\$4,115,235	\$3,930,177	\$3,930,177
Energy Conservation	414,442	532,098	0	0
Management Information Services	4,530,605	4,384,941	4,013,938	4,013,938
Financial Management	10,465,358	10,332,011	11,509,590	11,509,590
Engineering	21,980,740	20,850,228	18,861,944	18,861,944
Personnel	<u>2,451,104</u>	<u>2,318,803</u>	<u>1,977,669</u>	<u>1,977,669</u>
Total Operations	\$44,206,454	\$42,533,316	\$40,293,318	\$40,293,318
Work Order Recovery	<u>(44,538,710)</u>	<u>(44,764,271)</u>	<u>(40,640,945)</u>	<u>(40,640,945)</u>
Total	(\$332,256)	(\$2,230,955)	(\$347,627)	(\$347,627)

Department Expenditures

The Public Utilities Commission has eliminated a total of 71 positions in its proposed FY 1993-94 Budget. Funding is reduced or unchanged in all categories of expense with the exceptions of Health Service (increase of \$5,130), Civil Service-Management Training (increase of \$4,800), Services of Miscellaneous Departments (increase of \$5,346), and City Attorney Services (increase of \$1,000,000).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **40 - Public Utilities Commission**

Comments:

1. The Public Utilities Commission is comprised of five bureaus that provide administrative and technical support to the Public Utilities Commission's three operating departments: the Water Department, Hetch Hetchy Water and Power, and the Municipal Railway. The bureaus' budgets are funded through allocations from each of the three Departments. A sixth bureau, the Bureau of Energy Conservation, is being transferred to Hetch Hetchy Water and Power in the FY 1993-94 Budget. The five remaining bureaus are: (1) General Manager; (2) Financial Management; (3) Management Information Systems; (4) Utilities Engineering; and (5) Personnel and Training.

2. FY 1992-93 and FY 1993-94 authorized permanent positions for the five bureaus is as follows:

Number of Authorized Permanent Positions

<u>Bureau</u>	<u>FY 1992-93</u>	<u>FY 1993-94</u>
General Manager	31	22
Financial Management	158	148
Management Information Systems	55	45
Utilities Engineering	272	239
Personnel and Training	<u>37</u>	<u>28</u>
Total	553	482

3. Forty-seven of the 71 position reduction between the original FY 1992-93 budget and the proposed FY 1993-94 budget occurred at mid-year in FY 1992-93. Of the 24 additional positions (71 minus 47) that would be deleted in the FY 1993-94 budget, a total of seven such deletions would result in layoffs.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

40 Public Utilities Commission

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Saving
<u>Management Information Systems (561183)</u>								
568	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$2,134,712	\$2,102,460	*
586	001	Management Info. Sys. Mgr. Provide six months instead of 12 months of salary and reserve the six months of salary recommended pending the completion of the current City-wide Data Processing Classification Project.	1821	1	1	64,504	32,252*	\$32,252
568	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				441,928	435,262	6,666
Total Recommended Reductions								\$3,150,000
Total Recommended Reserves								\$3,150,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 49 Light, Heat and Power				Page 629
Budget Detail: Budget Summary:				
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	4,561,514	4,788,775	227,261	5.0
Other Departmental Revenue			0	n/a
Subtotal, Mayor's Budget	\$4,561,514	\$4,788,775	\$227,261	5.0 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries	45,029,342	48,066,005	3,036,663	6.7
Other Revenues			0	n/a
Total Revenues	\$49,590,856	\$52,854,780	\$3,263,924	6.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$4,561,514	\$4,788,775	\$227,261	5.0 %
Supplemental Appropriations			0	n/a
Recoveries	45,029,342	48,066,005	3,036,663	6.7
Other Expenditures			0	n/a
Total Expenditures	\$49,590,856	\$52,854,780	\$3,263,924	6.6 %
Mayor's Listed Positions:				
Permanent	10.0	10.0	0.0	0.0 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	10.0	10.0	0.0	0.0 %
Adjustments (FTE):				
Overtime/Temporary	0.03	0.04	0.01	33.33 %
Supplemental Appropriations			0.00	n/a
Salary Savings	(0.03)	(0.03)	0.00	0.00
Other Adjustments			0.00	n/a
Total FTE	10.00	10.01	0.01	0.10 %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **49 - Public Utilities Commission Light, Heat & Power**

Financial Data:

The Bureau of Light, Heat and Power's proposed \$52,854,780 budget for 1993-94 is \$3,263,924 or 6.6 percent more than the original 1992-93 budget of \$49,590,856. The net increase from the revised 1992-93 budget to the Standardized budget is \$ 3,159,703 or 6.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
General Fund	\$4,561,514	\$4,561,514	\$4,788,775	\$4,788,775
Work Order Recoveries	<u>45,029,342</u>	<u>45,133,563</u>	<u>48,066,005</u>	<u>48,066,005</u>
Total	\$49,590,856	\$49,695,077	\$52,854,780	\$52,854,780

Departmental Expenditures

Listed below are the work order transfer totals (\$48,066,005) and detailed General Fund expenditures (\$4,788,775) administered by Light, Heat and Power.

	<u>1992-93</u> <u>Budget</u>	<u>1993-94</u> <u>Request</u>	<u>Variance</u>
Work Order Expenditures for Light, Heat & Power	\$45,029,342	\$48,066,005	\$3,036,663
<u>General Fund Expenditures for Light, Heat and Power</u>			
Utilities for Public Buildings	\$1,306,440	\$1,223,220	(\$83,220)
Electricity for Street Lighting	1,036,981	1,114,699	77,718
PG&E Street Lighting Maintenance	976,500	1,134,300	157,800
Maint. of City-owned Street Lights	501,000	521,006	20,006
Materials & Supplies for Maint.	136,935	144,390	7,455
CalTrans Street Lighting Maintenance	24,787	24,787	0
Administrative Cost	578,871	626,373	47,502
	\$4,561,514	\$4,788,775	\$227,261
Total	\$49,590,856	\$52,854,780	\$3,263,924

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **49 - Public Utilities Commission Light, Heat & Power**

Comments:

1. The Bureau of Light, Heat and Power is responsible for all aspects of City street lighting and for billing the various City agencies for electricity and purchased natural gas. The Bureau operates administratively under Hetch Hetchy Water and Power. The goals of the Bureau are to compute electric and gas bills for all City agencies, to compute all street lighting charges, and to provide and maintain adequate and energy-efficient lighting on City streets.

2. The budget of the Bureau of Light, Heat and Power includes a four percent increase in rates for electricity and a 3.0 percent decrease for natural gas, which accounts for \$3.2 million of the \$3.3 million increase in the Bureau's budget. The Bureau's requested budget for Permanent Salaries is identical to that for FY 1992-93, as are most of the remaining budgeted expenditure items.

3. The position count in the Bureau of Light, Heat and Power remains at 10.

4. City departments have underbudgeted funding for light, heat, and power in the net amount of \$1,069,528, as identified by the Bureau of Light, Heat and Power. \$432,821 of the net total of \$1,069,528 in underbudgeting is either in General Fund or General Fund Supported Departments.

Recommendations:

Recommended reductions in Light, Heat and Power appropriations are reflected in each departmental budget as applicable.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

49 - Public Utilities Commission Light, Heat and Power

Page			Position/ Equipment	Number	Amount			
No.	Object	Account Title	Number	From	To	From	To	Savings
		Light, Heat and Power (940312)						
	390	Work Order Recovery				\$52,854,780	\$52,854,780	*
		Light, Heat and Power						
		*To reduce amounts overbudgeted for these costs by other departments to actual amounts recommended by Light, Heat and Power. (These recommended reductions, if accepted by the Budget Committee, would be reduced in those Departmental budgets which are overbudgeted as follows):						
		City Planning		\$15,708				
		Retirement System		240				
		Public Health		1,976				
		Community Mental Health		1,789				
		Public Works/BBI		11,996				
		PUC		248				
				\$31,957				

*In addition to those departments shown above which have overbudgeted, Light, Heat and Power in the amount of \$31,957, there are various departments that have underbudgeted for Light, Heat and Power in the amount of \$1,101,485. Therefore, the net amount of Services for Other Departments in the savings column above should not be reduced.

The amount underbudgeted of \$1,101,485 less the amount overbudgeted of \$31,957 equals the net underbudgeted amount of \$1,069,528.

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

				Page 443
Department/Division: 32 Hetch Hetchy		Budget Detail:		
		Budget Summary:		
	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated			0	n/a
Other Departmental Revenue	66,870,000	76,510,000	9,640,000	14.4
Subtotal, Mayor's Budget	\$66,870,000	\$76,510,000	\$9,640,000	14.4 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$66,870,000	\$76,510,000	\$9,640,000	14.4 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$52,761,108	\$54,974,584	\$2,213,476	4.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$52,761,108	\$54,974,584	\$2,213,476	4.2 %
Mayor's Listed Positions:				
Permanent	190.0	138.0	-52.0	-27.4 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	190.0	138.0	-52.0	-27.4 %
Adjustments (FTE):				
Overtime/Temporary	11.14	10.10	(1.04)	(9.34) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(11.76)	(8.55)	3.21	(27.30)
Other Adjustments	(1.83)	(4.04)	(2.21)	120.77
Total FTE	187.55	135.51	(52.04)	(27.75) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **32 - Hetch Hetchy Project**

Financial Data:

Hetch Hetchy's proposed \$54,974,584 budget for 1992-93 is \$2,213,476 or 4.2 percent more than the original 1992-93 budget of \$52,761,108. The net increase from the revised 1992-93 budget to the Standardized budget is \$758,780 or 1.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Water Supply and Power Generation	\$52,761,108	\$54,215,804	\$54,974,584	\$54,974,584

Department Revenue and Fee Changes

Budget revenues from Interest Earned, Sale of Electricity, and Miscellaneous Revenues increase by a total of \$9,640,000, from \$66,870,000 to \$76,510,000 as follows:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Increase</u>
Interest Earned	\$1,900,000	\$2,500,000	\$600,000
Sale of Electricity	64,670,000	73,610,000	8,940,000
Miscellaneous Revenues	300,000	400,000	100,000
Total	\$66,870,000	\$76,510,000	\$9,640,000

Department Personnel Changes-Budget Category 06

The budgeted number of positions decreases by a total of 52, from 190 in FY 1992-93 to 138 in FY 1993-94. The net reduction of 52 positions results from interdepartmental transfers and a request for one additional position, as follows:

Transfer of Transit Power Unit to Muni	-58
Transfer of Energy Conservation Unit to Hetch Hetchy	+5
Position Substitution Request (two for one)	+1
Net Position Count Change	-52

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **32 - Hetch Hetchy Project**

Department Expenditure Changes by Program

Hetch Hetchy Project FY 1992-93: \$52,761,108 FY 1993-94: \$54,974,584
Increase of \$2,213,476

Labor Costs decreases by \$3,847,295, from \$12,389,606 to \$8,542,311, due to the net reduction of 52 positions and associated reductions in overtime, holiday pay, premium pay, and mandatory fringe benefits.

Non-Personal Services Increases by \$6,848,824, from \$33,809,275 to \$40,658,099, due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Increase</u>
Professional Services	\$2,520,420	\$3,719,600	\$1,199,180
Payments to Other Govts.	391,500	3,281,478	2,889,978
Purchase of Power	19,790,000	22,180,000	2,390,000
Subtotal	\$22,701,920	\$29,181,078	\$6,479,158

Other Current Expenditures decreases by \$402,405 due to Materials and Supplies being reduced by that amount, from \$1,106,005 to \$703,600.

Equipment increases by \$9,286 from \$230,024 to \$239,310.

Services of Other Departments decreases by \$136,292 due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Decrease</u>
Water Department	\$56,069	\$2,835	(\$53,234)
DPW Street Repair-	26,700	0	(26,700)
Misc. Departments-	88,325	44,095	(44,230)
Subtotal			(\$124,164)

Non-work Order Service of other Departments decreases by \$650,186, from \$3,930,184 to \$3,279,998, due to decreases in PUC Services (\$617,439) and Purchasing (\$32,747).

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: **32 - Hetch Hetchy Project**

Comments:

1. Hetch Hetchy's equity transfer to the City's General Fund is being increased by \$11,300,000 or from \$19,500,000 in FY 1992-93 to \$30,800,000 in FY 1993-94.

2. Hetch Hetchy is also increasing its Revenue Transfer Out, Object 490, from \$2,800,000 in FY 1992-93 to \$7,537,880 in FY 1993-94, or by \$4,737,880. The increased amount of \$4,737,880 is to cover the cost of transferring the Transit Power Division to the Muni. The remaining \$2,800,000 is to assist the Municipal Railway to cover its revenue shortfall.

3. Hetch Hetchy's Overtime budget request decreases by \$100,019 from \$284,217 to \$184,198 due to the transfer of the Transit Power Division to the Municipal Railway. Overtime funds are needed for Hetch Hetchy staff persons to respond to emergency situations on a 24-hour, seven-day-a-week basis.

4. Temporary positions are used extensively by Hetch Hetchy. The FY 1993-94 budget request of \$377,421 is unchanged from FY 1992-93. The temporary positions include a wide variety of classes that are filled on an as-needed basis for seasonal work or to substitute for permanent employees who are on vacation or who are sick.

5. Use of City vehicles is as specified in a policy letter titled "Use and Assignment of City Vehicles" signed by the General Manager of the PUC, dated April 13, 1993. In general, policies are in place controlling the type of vehicle that may be procured and used for various purposes, vehicle assignments, and reports on vehicle assignments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

32 Hetch Hetchy Project

Page No.	Object	Account Title	Position/ Equipment Number	Number From	To	Amount From	To	Savings
<u>Water Supply and Power Generation (336016)</u>								
434	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				\$6,215,209	\$6,177,498	.
443	001	Power Scheduling Technician	A807	2	1	89,673	48,646	\$41,027
444	001	Electrical Engineer	5240	3	2	164,781	98,673	66,108
444	001	Civil Engineer To reverse an unauthorized substitution that results in increased costs.	5208	0	1	0	69,424	(69,424)
434	020	Temporary Salaries To reduce FY 1992-93 actual expenditure level adjusted by a cost of living factor for FY 1993-94.				377,421	326,150	51,271
434	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,346,100	1,327,708	18,392
434	100	Professional Services To reduce funding for Professional Services to the actual amount required by the Department.				3,719,600	3,226,000	493,600
434	112	Travel To reduce Travel to demonstrated need. \$5,872 had been expended as of April 30, 1993.				20,350	10,000	10,350
434	113	Training To reduce Training to demonstrated need. \$20,359 had been expended as of April 30, 1993.				45,750	35,000	10,750

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

32 Hetch Hetchy Project

Page No.	Object	Account Title	Position/ Equipment Number	Number		Amount		Savings
				From	To	From	To	
434	144	Membership Dues To eliminate funds for five organizations not authorized in the Administrative Code.				\$160,895	\$149,995	\$10,900
434	190	Other Non-Personal Services To reserve \$2,390,000, which is the amount of the requested increase over FY 1992-93, for the Purchase of Power pending determination of actual need.				36,711,504	36,711,504	*
435	220	Equipment * The recommended reduction in equipment is the total of the following specific recommendations.				236,110	222,110	*
448	220	Pick-up 4x4 1/2-Ton	32100Y	6	6	90,000	84,000	6,000
448	220	Pick-up 4x4 3/4-Ton	32101Y	1	1	18,000	17,000	1,000
448	220	Pick-up 4x4 1-Ton To reduce to prices specified by the Purchaser of Supplies.	32102Y	1	1	25,000	18,000	7,000

Total Recommended Reductions

\$646,970

Total Recommended Reserves

\$2,390,000

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Department/Division: 47 Water Department

Budget Detail:
Budget Summary:

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	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Unallocated			\$0	n/a
Special Revenue Funds			0	n/a
Departmental Revenue	111,070,980	110,421,124	(649,856)	-0.6
Subtotal, Mayor's Budget	\$111,070,980	\$110,421,124	(\$649,856)	-0.6 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$111,070,980	\$110,421,124	(\$649,856)	-0.6 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$77,404,766	\$78,614,045	\$1,209,279	1.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$77,404,766	\$78,614,045	\$1,209,279	1.6 %
Mayor's Listed Positions:				
Permanent	522.0	511.0	-11.0	-2.1 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	522.0	511.0	-11.0	-2.1 %
Adjustments (FTE):				
Overtime/Temporary	36.08	18.96	(17.12)	(47.45) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(38.34)	(33.23)	5.11	(13.33)
Other Adjustments	(2.01)	(2.03)	(0.02)	1.00
Total FTE	517.73	494.70	(23.03)	(4.45) %

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

Financial Data:

The proposed \$78,614,045 budget for 1993-94 is \$1,209,279 or 1.6 percent more than the original 1992-93 budget of \$77,404,766. The net increase from the revised 1992-93 budget to the Standardized budget is \$6,101,169 or 8.4 percent.

Summary of Budgeted Activities:

<u>Activity</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
Water Distribution and Quality	\$77,404,766	\$72,512,876	\$78,614,045	\$78,614,045

Department Revenue and Fee Changes

Budget revenues decrease by a total of \$649,856. The major sources of change are as follows:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Difference</u>
Sale of Water - Suburban	\$57,965,227	\$47,397,856	(\$10,567,371)
Sale Water - Consumers	43,572,753	50,300,000	6,727,247
Sale of Land	0	2,200,000	2,200,000
Non-operating Rents	3,883,000	4,124,000	241,000
Miscellaneous	1,100,000	1,599,268	499,268
Interest	2,250,000	2,500,000	250,000
Water Service Install. Chgs.	<u>2,300,000</u>	<u>2,300,000</u>	<u>0</u>
	\$111,070,980	\$110,421,124	(\$649,856)

Department Personnel Changes

The number of permanent authorized positions decreases by a total of 11, from 522 in FY 1992-93 to 511 in FY 1993-94. The net reduction of 11 positions results from 11 vacant positions being deleted. A reduction of an additional 12.03 (23.03 less 11) full-time-equivalent (FTE) positions is due to reduction in the Water Rationing Program (Temporary Positions) and a \$279,591 reduction in Overtime.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

Department Expenditure Changes by Program

Water Distribution and
Quality

FY 1992-93: \$77,404,766 FY 1993-94: \$78,614,045
 Increase of \$1,209,279

Labor Costs decrease by \$1,971,941, from \$33,302,255 to \$31,330,314, due to the net reduction of 11 positions and associated reductions in overtime pay, temporary salaries, and mandatory fringe benefits, and the close-out of the Water Rationing Program, except for the reassignment of two Water Rationing Program positions to the Water Conservation Program.

City Overhead increases from \$1,137,177 to \$1,583,063, a total of \$445,886.

Non-Personal Services decrease by \$2,230,671, from \$9,804,593 to \$7,573,922 due primarily to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Change</u>
Professional Services	\$72,900	\$194,160	\$121,260
Training	27,000	57,500	30,500
Other Non-Personal	9,673,112	7,273,262	(2,399,850)
Sub-total	\$9,773,012	\$7,524,922	(\$2,248,090)
Misc. Categories	<u>31,581</u>	<u>49,000</u>	<u>17,419</u>
Total	\$9,804,593	\$7,573,922	(\$2,230,671)

Other Current Expenditures increase by \$133,116 due to Materials and Supplies being increased by that amount, from \$4,300,154 to \$4,433,270.

Equipment expenditures increase by \$699,937 from \$1,351,029 to \$2,050,966.

Services of Other Departments increase by \$2,914,453, from \$5,682,424 to \$8,596,877, due to the following changes:

	<u>FY 92-93</u>	<u>FY 93-94</u>	<u>Increase</u>
Fire-Object 301	0	\$1,000,000	\$1,000,000
Light Heat & Power	\$4,216,233	6,033,739	1,817,506
Toxic Waste &	0	27,125	27,125
CAO-Insurance	<u>46,000</u>	<u>75,000</u>	<u>29,000</u>
Sub-total	\$4,262,233	\$7,135,864	\$2,873,631
Misc. Categories	<u>1,420,191</u>	<u>1,461,013</u>	<u>40,822</u>
Total	\$5,682,424	\$8,596,877	\$2,914,453

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

Debt Service increases by \$903,369, from \$14,376,485 to \$15,279,854.

Non-work Order Service of other Departments decreases by \$384,870, from \$7,200,649 to \$6,815,779, due to decreases in PUC Services (\$384,503) and Purchasing (\$367).

Comments:

1. The Board of Supervisors approved a motion directing the Budget Analyst to conduct a management audit of the Water Department, and requested that the funds be provided by the Water Department, through the Public Utilities Commission (PUC). The PUC approved this request in the amount of \$106,288.

2. The Board of Supervisors has approved a revised schedules of rates to be charged by the Water Department for water service and water supplied to the Department's suburban resale customers and its City and suburban retail customers. Wholesale rates for suburban resale customers will decrease by 33.19 percent, on the average. The average rate increase for the City's retail customers and for its retail customers in suburban areas is 14 percent.

3. Of the 19 Temporary positions used for the Water Rationing Program, the Department had previously eliminated 13. The Board of Supervisors questioned the need for the remaining six positions. The Water Department's budget deletes 4 of those 6 positions. However, the Department's budget request includes \$100,722 in Temporary Salaries to fund the remaining two staff in the Water Rationing Program, to allow for the phase-out of the Water Rationing Program by September 30, 1993, and thereafter to allow the two staff positions to work in the Water Conservation Program. The Budget Analyst is recommending reserving \$50,361 of the \$100,722 pending the completion of a management audit of the Water Department by the Budget Analyst, which will include a recommendation as to whether the two temporary positions should be continued in the Water Conservation Program beyond December 31, 1993, and to allow the two staff positions to work on the Water Conservation Program pending the completion of a management audit of the Water Department by the Budget Analyst.

4. Budgeted Overtime costs decrease by \$279,591, from \$1,194,528 in FY 1992-93 to \$914,937 in FY 1993-94. Overtime is used in the Water Department for emergency repairs to leaks and main breaks, for standby pay for employees who are required to be available for emergencies, and scheduled maintenance work that cannot be performed during normal work hours because of the need to provide uninterrupted water supply to consumers, traffic conditions, or operations of other City departments.

5. The Water Department uses Temporary Salaries to replace permanent employees who are on vacation or who are on sick leave. The Department's FY 1993-94 Budget request for Temporary Salaries is \$350,722, which is \$655,636 less than the \$1,006,358 budgeted in FY 1992-93. The reduction is due to the phasing out of the Water Rationing Program.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **47 - Water Department**

6. Use of City-owned automobiles is specified in a policy letter titled "Use and Assignment of City Vehicles" signed by the General Manager of the PUC, dated April 13, 1993. In general, policies are in place controlling the type of vehicle that may be procured and used for various purposes, vehicle assignments, and reports of vehicle assignments.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

47 Water Department

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Water Distribution and Quality (387019)</u>								
596	100	Professional Services To delete funds for an Improved Meter Reading System that the Departments intends to implement at a later date.				\$194,160	\$174,900	\$19,260
596	112	Travel To reduce to current year level.				29,000	13,256	15,744
596	113	Training To reduce to current year level.				55,500	34,000	21,500
597	220	Equipment Purchases * The recommended reduction in equipment is the total of the following specific recommendations.				1,995,966	1,745,966	*
625	220	Datacap H-256K	47200Z	17	0	33,915	0	33,915
625	220	DCMV 1800	47201Z	1	0	14,825	0	14,825
625	220	System Software To delete funds for an Improved Meter Reading System that the Department intends to implement at a later date.	47202Z	1	0	20,000	0	20,000
627	220	Equipment Not Detailed To reduce equipment procurement to the FY 92-93 level of \$1,290,222, plus an allowance of \$455,744 for specialized needs.	9999ZY			0	(181,260)	181,260
598	351	City Mail Services To delete funds for the Purchasing Department to mail public notices. The Water Department will perform this work in-house.				14,200	0	14,200

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division 47 Water Department

Page			Position/ Equipment	Number		Amount		
No.	Object	Account Title	Number	From	To	From	To	Savings
<u>Water Conservation Program (387225)</u>								
599	020	Temporary Salaries				\$100,722	\$100,722	*
		* The recommended reduction in Temporary Salaries is the total of the following specific recommendations.						
623	020	Temporary Salaries				100,722	100,722	*
		These monies fund two Temporary positions for Water Rationing/Conservation. We recommend funding for these two positions for the phase-out of the Water Rationing Program by September 30, 1993, and thereafter, through December 31, 1993, pending completion of a management audit of the Water Department by the Budget Analyst that will include recommendations as to whether these two temporary positions should be continued in the Water Conservation Program. Reserve funding in the amount of \$50,361 pending completion of the management audit.						
599	190	Other Non-Personal Services				355,352	345,352	10,000
		To delete funds for rental of vehicles. Positions that would use the vehicles have been deleted.						
599	220	Equipment Purchases				55,000	0	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

47 Water Department

Page			Position/ Equipment	<u>Number</u>		<u>Amount</u>			
<u>No.</u>	<u>Object</u>	<u>Account Title</u>	<u>Number</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Savings</u>	
628	220	Personal Computer	47125Z	4	0	10,000	0	10,000	
628	220	Computer	47126Z	1	0	8,000	0	8,000	
628	220	Trucks, Pickup	47127Z	2	0	32,000	0	32,000	
628	220	Two Way Radios	47128Z	2	0	5,000	0	<u>5,000</u>	
		To delete equipment request for positions that are being deleted.							
Total Recommended Reductions								\$385,704	
Total Recommended Reserves								\$50,361	

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

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Department/Division: 35 Municipal Railway

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
General Fund Dept. Revenue			\$0	n/a
General Fund Unallocated	104,202,291	87,923,211	(16,279,080)	-15.6
Other Departmental Revenue	168,723,188	183,308,278	14,585,090	8.6
Subtotal, Mayor's Budget	<u>\$272,925,479</u>	<u>\$271,231,489</u>	<u>(\$1,693,990)</u>	<u>-0.6 %</u>
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	<u>\$272,925,479</u>	<u>\$271,231,489</u>	<u>(\$1,693,990)</u>	<u>-0.6 %</u>
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$272,925,479	\$271,231,489	(\$1,693,990)	-0.6 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	<u>\$272,925,479</u>	<u>\$271,231,489</u>	<u>(\$1,693,990)</u>	<u>-0.6 %</u>
Mayor's Listed Positions:				
Permanent	3,322.0	3,299.0	-23.0	-0.7 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	<u>3,322.0</u>	<u>3,299.0</u>	<u>-23.0</u>	<u>-0.7 %</u>
Adjustments (FTE):				
Overtime/Temporary	31.45	28.98	(2.47)	(7.85) %
Supplemental Appropriations			0.00	n/a
Salary Savings	(103.06)	(164.19)	(61.13)	59.31
Other Adjustments	<u>(70.28)</u>	<u>(62.04)</u>	<u>8.24</u>	<u>(11.72)</u>
Total FTE	<u>3180.11</u>	<u>3101.75</u>	<u>(78.36)</u>	<u>(2.46) %</u>

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94**

Department/Division: 35 - Municipal Railway

Financial Data:

The Municipal Railway's proposed \$271,231,489 budget for 1993-94 is \$1,693,990 or 0.6 percent less than the original 1992-93 budget of \$272,925,479. The net decrease from the revised 1992-93 budget to the Standardized budget is \$ 779,992 or 0.3 percent.

However, it should be noted that MUNI's budget added \$4.7 million in both expenditures and revenues for the transfer of the Transit Power function from Hetch Hetchy. When that transfer is excluded from the calculation, MUNI's budget actually decreased by \$6.4 million or nearly 2.5 percent.

Summary of Budgeted Activities:

<u>Program Activity Budget</u>	<u>Fiscal Year 1992-93</u>		<u>Fiscal Year 1993-94</u>	
	<u>Original</u>	<u>Revised</u>	<u>Unstandardized</u>	<u>Standardized</u>
MUNI Operations (Transportation)	\$136,439,317	\$135,689,138	\$131,714,100	\$131,714,100
Transit Shelter Program	97,598	98,203	112,049	112,049
Transit Impact Development Fee	192,627	793,052	191,511	191,511
Passenger Incentive Program	100,000	100,000	0	0
Clean On-Time Program	1,083,901	1,115,981	0	0
General Management (Eng. & Adm.)	46,239,273	46,046,848	50,111,424	50,111,424
Equipment Maintenance	<u>88,772,763</u>	<u>88,168,259</u>	<u>89,102,405</u>	<u>89,102,405</u>
Total Activity Budget	\$272,925,479	\$272,011,481	\$271,231,489	\$271,231,489

Capital Improvement Budget Transfers

Miscellaneous Facilities Maintenance	<u>441,000</u>	<u>482,100</u>	<u>373,900</u>	<u>373,900</u>
Total Capital Improvement Budget Transfers	\$441,000	\$482,100	\$373,900	\$373,900
Total MUNI Operating Budget	<u>\$273,366,479</u>	<u>\$272,493,581</u>	<u>\$271,605,389</u>	<u>\$271,605,389</u>

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **35 - Municipal Railway**

Operating Fund	\$150,439,623	\$150,439,623	\$169,799,293	\$169,799,293
Transit Impact Development Fee	15,370,911	15,371,516	5,756,795	5,756,795
Transfer from Hetch Hetchy and Commission on Aging	3,256,656	3,256,656	8,014,041	8,014,041
Transit Shelter Program	<u>97,598</u>	<u>98,203</u>	<u>112,049</u>	<u>112,049</u>
Total Non-General Fund Revenues	\$169,164,788	\$169,165,988	\$183,682,178	\$183,682,178
General Fund Subsidy	\$104,201,691	\$103,327,593	\$87,923,311	\$87,923,311
Transit Impact Development Fee Supported Capital Improvements	3,730,000	3,730,000	0	0

Revenues

The Municipal Railway receives revenues from the fare box, Federal and state grants, General Fund contribution and lesser amounts from other resources such as the Transit Impact Development Fee (TIDF), transfers from Hetch Hetchy, the Commission on Aging and the Transit Shelter Program. A comparison of revenues and contributions from the General Fund over the last three years is as follows:

<u>Resources</u>	<u>Actual 1991-92</u>		<u>Revised 1992-93</u>		<u>Proposed 1993-94</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
Fare Box and Fast Pass Revenues	\$83,631,926	31.1	\$89,202,660	32.7	\$100,598,438	37.0
Federal, State and Regional Subsidies	63,865,822	23.7	61,236,963	22.5	69,200,855	25.5
Other Revenues and Resources	10,388,403	3.9	18,726,365	6.9	13,882,885	5.1
General Fund Contribution	<u>111,374,714</u>	<u>41.3</u>	<u>103,327,593</u>	<u>37.9</u>	<u>87,923,211</u>	<u>32.4</u>
Total	\$269,260,865	100.0	\$272,493,581	100.0	\$271,605,389	100.0

Total anticipated revenues for 1993-94 from the Fare Box and Fast Passes is contingent on passage by the Board of Supervisors of a revised MUNI fare schedule as recommended by the Public Utilities Commission (File 7-93-9.1). The proposed fare increases are anticipated to provide \$12.8 million in additional revenue during 1993-94 based on a starting date of August 1, 1993. The proposed major fare revisions include increasing adult cash fares \$0.25 from \$1.00 to \$1.25, adult token fares \$0.20 from \$0.90 to \$1.10, monthly fast passes \$5.00 from \$32.00 to \$37.00, charging a premium fare for express service by (a) increasing the single trip cash fare by \$0.50 from \$1.00 to \$1.50, (b) charging \$0.25 with a regular fast pass and (c) offering a \$47.00 premium monthly pass, and revising discount fares including increasing single cash fares \$0.10 from \$0.25 to \$0.35 and monthly fast passes \$3.00 from \$5.00 to \$8.00. The revisions also include the institution of a flat-fare, one-way cable car ticket for \$2.00 which cannot be used as a transfer or to make a round-trip.

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The Budget Analyst's review of proposed revenues found that actual revenues realized for the Paratransit Program during 1991-92 and 1992-93 annualized exceeded the budgeted amounts for such revenues. The budgeted amount of \$300,000 for 1993-94 is the same as the budgeted amounts for 1991-92 and 1992-93. A comparison of the amounts of realized revenue for the Paratransit Program for 1991-92 and 1992-93 annualized with the amount budgeted for 1993-94 is as follows:

Paratransit Program Revenues

<u>Description</u>	<u>Amount</u>
1991-92 Actual Revenue Received	\$496,877
1992-93 Actual Revenue Received Annualized	<u>506,881</u>
Subtotal	\$1,003,758
 Average Revenue for 1991-92 and 1992-93	 501,879
1993-94 Paratransit Program Revenues Budgeted	<u>300,000</u>
 Excess of Average Revenue Collected During Last Two Years over 1993-94 Budgeted Revenue Amounts	 \$201,879

The Budget Analyst recommends that a total of \$200,000 be added to the 1993-94 estimated revenue amount for the Paratransit Program.

As noted above, other resources supporting MUNI operations include transfers from Hetch Hetchy and the Commission on Aging.

In 1992-93, Hetch Hetchy began transferring \$2.8 million to MUNI to cover the cost of the Hetch Hetchy power used by MUNI for running the trolley buses and the Metro systems' Light Rail Vehicles (LRVs). The 1993-94 budget includes the same funds for transfer from Hetch Hetchy to MUNI as in 1992-93. In the 1993-94 budget, the Transit Power budget unit, which maintains MUNI's transit power substations, as well as the overhead and underground power feeder system, is to be transferred from Hetch Hetchy to MUNI. The unit was managed by the MUNI Deputy General Manager for Maintenance for several years, but was budgeted at Hetch Hetchy. Both the revenues and expenditures, which offset each other, are transferred from Hetch Hetchy to MUNI. The expenditures will be budgeted as part of MUNI's Maintenance Division costs.

The Commission on Aging transfers money annually to fund additional paratransit services for their clients. The money is "passed through" MUNI's budget, and a comparable amount is budgeted in the Administration Division's Object 190 for paratransit services.

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The funds transferred to MUNI from Hetch Hetchy and the Commission on Aging in 1992-93 and 1993-94 are as follows:

<u>Description of Transfer</u>	<u>1992-93 Budget</u>	<u>1993-94 Budget</u>
Hetch Hetchy Cost of Power	\$ 2.8 million	\$ 2.8 million
Hetch Hetchy Budget Transfer	0.0 million	4.7 million
Commission on Aging	<u>0.5 million</u>	<u>0.5 million</u>
Total	\$ 3.3 million	\$ 8.0 million

In May 1981, the Board of Supervisors enacted the Transit Impact Development Fee Ordinance, which requires office developers in the downtown area to pay a share of the City's increased cost to provide transit service in the downtown area. Since 1987-88, MUNI has appropriated funds annually in its operating budget from the Transit Impact Development Fee (TIDF). Proceeds from the fee can be spent on both capital and operating costs. The annual contribution to the General Fund is intended to cover costs incurred by MUNI for additional service in the downtown area over and above the amount that was provided in March of 1980.

In 1992-93, the Public Utilities Commission (PUC) staff reviewed the assumptions that were included in the model which determines the amount of revenues that can be appropriated from TIDF to the General Fund. The PUC concluded that an additional amount could be justified for capacity generated by LRVs that was not previously captured. Based on that assessment, the 1992-93 budget added a one-time payment of \$12.4 million from TIDF, to repay the General Fund for prior year eligible costs. In addition, an annual payment of \$2.8 million for 1992-93, and \$0.2 million in eligible administrative costs were budgeted, for a total of \$15.4 million in TIDF funds.

Based on the revised assumptions used to justify the one-time payment in 1992-93, the amount of the eligible annual payment in both 1992-93 and 1993-94 is about \$4.2 million. In addition to the \$4.2 million annual amount for 1993-94, this budget also recoups \$1.4 million that could have been claimed for the 1992-93 annual amount (\$4.2 million less \$2.8 million), for a total of \$5.6 million. An additional \$200,000 is available for administrative costs. A comparison of the 1992-93 and 1993-94 TIDF budgeted amounts is as follows:

<u>Transit Impact Development Fee</u>	<u>1992-93 Budget</u>	<u>1993-94 Budget</u>
TIDF Annual Payment	\$2.8 million	\$4.2 million
One-Time Payment	12.4 million	1.4 million
Administration	<u>0.2 million</u>	<u>0.2 million</u>
Total	\$15.4 million	\$5.8 million

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Last year PUC staff considered requesting an increase in the \$5.00 per square foot new downtown office development Transit Impact Development Fee (TDIF), but because there was virtually no new office development in the downtown area, such an increase would have provided no measurable revenue. Originally, when the TIDF was developed, up to \$9.00 per square foot was considered reasonable by the consultants who advised the PUC on additional revenue. PUC staff advises that increasing the TIDF fee would be considered when there are indications that there would be an anticipated resurgence in downtown office construction. It should be noted that any increase in the per square footage fee would be applicable only to new construction.

The Transit Shelter Program is the result of an agreement between the Public Utilities Commission (PUC) and Gannett Shelter Poster Company, which provides for passenger shelters to be constructed by Gannett throughout the City. Gannett reimburses the City for the anticipated cost of administering the shelter program, anticipated to be about \$95,000 in 1993-94. As a result of a 1989 contract amendment, an identical sum of money plus an additional amount for maintaining art on Market Street is distributed to the Arts Commission. The 1993-94 budget has been increased by \$14,451 to provide a step increase for the transit planner and services of the City Attorney, who will be updating the transit shelter agreement.

Expenditures

The Mayor's budget assumes that salary savings for MUNI's miscellaneous employees will total \$5.8 million, or about 8.5 percent. That level is \$2.8 million higher than the \$3.0 million in salary savings requested by the Department (about 4.5 percent). In addition, the Mayor's budget decreased the budget for MUNI operators by \$1.6 million. Under these circumstances, the PUC advises that it will be unable to operate the 3.8 million hours of scheduled service that is currently scheduled, and will require reductions in service unless the above \$4.4 million (\$2.8 million plus \$1.6 million) is restored. Fringe benefits related to the \$4.4 million would add another \$0.9 million to the budget increasing the overall amount needed to be restored to \$5.3 million in order to maintain current service levels.

The Municipal Railway consists of three major divisions; MUNI Operations (Transportation), General Management (Engineering and Administration), and Equipment Maintenance. Permanent positions decreased by 23 from 3,322 to 3,299 with a corresponding reduction in full time equivalence over 78%.

MUNI Operations (Transportation)

The objective of MUNI Operations is to provide service to meet transit demand by allocating properly trained operators and overseeing support services required to deliver scheduled service. The Mayor's recommended 1993-94 budget has reduced MUNI's total request for Miscellaneous and Platform salaries by \$2,202,171 from \$101,266,332 to \$99,064,161 by increasing MUNI's salary savings level of \$2,202,171 from \$1,638,733 to \$3,840,904, from 1.6 percent to 3.8 percent (permanent Miscellaneous salary savings increased \$602,171 from \$654,484 to \$1,256,655 or from 4.0 percent to 7.6 percent of total Miscellaneous

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salaries and Platform salary savings increased \$1,600,000 from \$984,249 to \$2,584,249 or from 1.1 percent to 3.0 percent of total Platform salaries.) Under these circumstances, PUC Finance Bureau staff advises that transit service including the 3,752,524 hours in scheduled service will require reductions unless the \$2.2 million of additional salary savings are restored.

The 1993-94 Mayor's recommended budget for MUNI Operations will also transfer 3 positions from PUC's Reproduction and Photography unit to MUNI and the deletion of 2 Class 9142 Transit Manager III positions for a net increase of one position from 314 positions to 315 positions.

General Management (Engineering and Administration)

The Mayor's recommended 1993-94 budget provides for a net increase of approximately \$4.0 million from 1992-93 to 1993-94 due to a \$2.8 million increase for judgements and claims and an increase of \$1.8 million in the cost of paratransit services (the \$1.8 million is offset by revenues from the State Transit Assistance (\$1.4 million) and the San Francisco Transportation Authority (\$0.4 million). A decrease of \$0.6 million in workers compensation accounts for the difference between the net \$4.0 million increase and the \$4.6 million cost for the additional claims and paratransit services. The Mayor's recommended 1993-94 budget has reduced MUNI's request for Miscellaneous salaries by \$1,300,825 from \$2,573,261 to \$1,272,436 by increasing MUNI's salary savings level \$796,030 from \$281,125 to \$1,077,155, from 11.9 percent to 45.8 percent. Other salary adjustments total \$504,795 including the elimination of \$500,000 for a Federally mandated drug testing program for safety sensitive positions that is to start in January 1994. PUC staff was advised by the Mayor's Office that the Department could request a supplemental appropriation for costs related to the drug testing program when the Federal regulations are finalized. The budget also provides for \$200,000 in additional training to correct managerial and operational deficiencies as requested by the Mayor in April 1993.

The 1993-94 Mayor's recommended budget for General Management included no personnel changes for the 47 existing positions.

Equipment Maintenance

The Mayor's recommended budget for 1993-94 provides for a \$1.0 million increase in the Maintenance Division due to a transfer of \$4.7 million from Hetch Hetchy to fund 58 positions responsible for the Transit Power unit. This increase is offset by the Mayor's recommended deletion of 6 positions and an increase of \$1,396,159 in salary savings from \$2,306,169 to \$3,702,328 or a 2.8 percent increase from 4.5 percent to 7.3 percent.

As indicated above, the 1993-94 Mayor's recommended budget for Equipment Maintenance will transfer 58 positions from the Transit Power unit of Hetch Hetchy to MUNI's Equipment Maintenance Division. In addition, the Mayor has recommended the deletion of six positions (four Class 7318 Electronic Maintenance

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Technicians, one Class 7329 Electronic Maintenance Technician Assistant Supervisor and one Class 7376 Sheet Metal Worker) for a net increase of 52 positions from 1,050 positions to 1,102 positions. The Budget Analyst recommends the deletion of one additional position that is currently vacant (one Class 7514 General Laborer) as the requirements for this position can be currently performed by other personnel.

Position Count

Based on a comparison of total positions in the 1992-93 and 1993-94 budgets there is a net decrease of 23 permanent authorized positions from 3,322 positions identified in 1992-93 to 3,299 positions recommended in the Mayor's 1993-94 budget. A comparison of the original and revised position counts for 1992-93 and the recommended position count for 1993-94 is as follows:

Comparison of 1992-93 and 1993-94 MUNI Position Counts

<u>Division/Program</u>	<u>1992-93 Budget</u>		<u>1993-94 Budget Recommended</u>	<u>Budget Difference of 1993-94 Recommended Budget with</u>	
	<u>Original</u>	<u>Revised</u>		<u>Original</u>	<u>Revised</u>
Transportation					
Miscellaneous	316	314	315	(1)	1
Platform	1,833	1,833	1,833	0	0
Transit Shelter Program	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Subtotal	2,150	2,148	2,149	(1)	1
Engineering and Administration					
Miscellaneous	54	47	47	(7)	0
Transit Impact Development					
Fee (TIDF)	1	1	1	0	0
Clean On-Time Program	<u>53</u>	<u>53</u>	<u>0</u>	<u>(53)</u>	<u>(53)</u>
Subtotal	108	101	48	(60)	(53)
Maintenance					
Equipment Maintenance	<u>1,064</u>	<u>1,050</u>	<u>1,102</u>	<u>38</u>	<u>52</u>
Total	3,322	3,299	3,299	(23)	0

A 23 position count difference (3,322 minus 3,299) between the 1992-93 original and revised budgets is attributed to a 2 position reduction in the Transportation Division, a 7 position reduction in the Engineering and Administration Division and a 14 position reduction in the Maintenance Division.

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Department/Division

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Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
<u>Department Revenues</u>								
149	9116	Paratransit Revenue				\$300,000	\$500,000	\$200,000
		Increase of revenues based on the average of actual revenue received during 1991-92 and 1992-93.						
<u>UNI Operations (560664)</u>								
164	004	Permanent Salaries - Platform Employees				84,409,082	84,369,521	*
		*The recommended reduction in Permanent Salaries - Platform is the total of the following specific recommendations regarding individual classifications.						
177	004	Premium Pay	9992	0	0	925,321	885,760	39,561
		Premium pay for transit drivers is included as a line item with platform salaries. Based on a review of actual expenditures during the past three months and annualized for the current year, a reduced amount of \$39,561 to \$885,760 is recommended for 1993-94.						
464	018	Premium Pay				577,945	529,945	48,000
		Reduce amount by \$48,000 to \$529,945 for Miscellaneous employees based on actual experience.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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Department/Division

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Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
464	113	Training Reduce by one/third the number of workshop participants.				\$5,500	\$3,670	\$1,830
464	130	Materials and Supplies Reduce additional costs for reproduction and photography services by \$6,042 to reflect a reduction in workload.				860,175	854,133	6,042
464	190	Other Non-Personal Services Reduce additional costs for reproduction and photography services by \$5,135 to reflect a reduction in workload.				245,574	240,439	5,135
465	351	City Mail Service Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				42,400	31,940	10,460
<u>General Management (560946)</u>								
466	010	Holiday Pay Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				34,258	25,568	8,690
466	018	Premium Pay Based on a review of actual expenditures during the past three months and annualized for the current year, an equal amount is recommended for 1993-94 .				22,911	20,253	2,658
466	112	Travel Reduce two out-of-city trips to one.				852	426	426

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Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
466	113	Training Reduce MUNI Management Training cost by \$75,000 for the portion of management training which is not justified. This still provides \$125,000 of training costs.				\$225,413	\$150,413	\$75,000
466	130	Materials and Supplies Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				78,383	72,173	6,210
467	312	Civil Service Reduce to actual 1992-93 cost plus five percent cost-of-living adjustment for 1993-94.				45,000	30,000	15,000

Equipment Maintenance (560722)

468	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				47,124,075	47,088,761	*
482	001	Laborer Because MUNI reports that this position is vacant, the Budget Analyst recommends that it be deleted and related duty requirements be assigned to existing personnel.	7514	26	25	990,200	954,886	35,314

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35 - Municipal Railway

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
468	018	Premium Pay Based on a review of actual expenditures during the past three months and annualized for the current year, a reduced amount of \$22,281 to \$1,500,000 is recommended for 1993-94.				\$1,522,281	\$1,500,000	\$22,281
468	020	Temporary Salaries Positions are currently vacant. Duties can be reassigned to other personnel.				91,607	82,807	8,800
468	060	Mandatory Fringe Benefits Corresponds to reduction in salaries.				10,793,162	10,785,393	7,769
468	100	Professional Services Contracts A review of maintenance costs for the HP100 computer indicates an average annual cost of \$17,060 or \$2,060 less than the proposed budget.				91,620	89,560	2,060
468	113	Training Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.				59,537	56,504	3,033
468	190	Other Non-Personal Services Reduce to 1992-93 budget level adjusted by a cost of living factor for 1993-94. Our recommendation still provides for \$91,268 in contractual services transferred from Hetch Hetchy.				5,938,995	5,918,624	20,371

Total Recommended Reductions

\$518,640

**BUDGET REVIEW FORM
REVENUE/EXPENDITURE SUMMARY**

Page

Department/Division: **San Francisco Redevelopment Agency**

Budget Detail:
Budget Summary:

	FY 1992-93 Budget	Mayor's FY 1993-94 Budget	Change	Percent Change
Mayor's Revenue Amounts:				
Tax Increment Revenue	\$57,490,000	\$27,624,000	(29,866,000)	-51.9
General Fund Unallocated			0	n/a
Other Departmental Revenue	65,270,000	34,781,000	(30,489,000)	-46.7
Subtotal, Mayor's Budget	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Adjustments:				
Supplemental Appropriations			\$0	n/a %
Recoveries			0	n/a
Other Revenues			0	n/a
Total Revenues	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Expenditure Amounts:				
Mayor's Budgeted Expenditures	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Supplemental Appropriations			0	n/a
Recoveries			0	n/a
Other Expenditures			0	n/a
Total Expenditures	\$122,760,000	\$62,405,000	(\$60,355,000)	-49.2 %
Mayor's Listed Positions:				
Permanent	111.5	102.0	-9.5	-8.5 %
Temporary			0.0	n/a
Work Order			0.0	n/a
Subtotal, Mayor's Budget	111.5	102.0	-9.5	-8.5 %
Adjustments (FTE):				
Overtime/Temporary			0.00	n/a %
Supplemental Appropriations			0.00	n/a
Salary Savings			0.00	n/a
Other Adjustments		5.00 *	5.00	n/a
Total FTE	111.50	107.00	(4.50)	(4.04) %

*Positions transferred and/or reassignment from the Mayor's Office.

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Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Item 2 - File 161-93-5.1 - Resolution approving the budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1993-1994; approving and authorizing an amendment to the Indebtedness Limitation Agreement between the Redevelopment Agency and the City and County of San Francisco; and approving issuance by the Agency of bonds in an aggregate principal amount not to exceed \$30,000,000 for the purpose of financing Redevelopment activities in Fiscal Year 1993-94.

Financial Data:

The SFRA's proposed \$62,405,000 budget for 1993-94 is \$60,355,000 or 49.2 percent less than the original 1992-93 budget of \$122,760,000.

Amount: \$61,594,000

REVENUES:	<u>FY 1992-93</u>	<u>FY 1993-94</u>
Property Sales	\$27,482,000	\$ -
Rentals/Leases	6,170,000	6,111,000
Prior Year Earnings/Savings	14,804,000	8,869,000
Grants	5,000,000	6,840,000
Debt Proceeds	4,000,000	-
Developer Contributions	500,000	700,000
Tax Increment	7,316,000	12,262,000
Tax Increment Bond Requirement	<u>57,490,000</u>	<u>27,624,000</u>
Total	\$122,762,000	\$62,406,000
 EXPENDITURES:		
Legal	\$1,192,000	\$1,162,000
Econ. Studies & Misc. Items	1,899,000	1,335,000
Acquisition	16,000,000	2,233,000
Public Improvements	22,747,000	5,170,000
Architect, Engineering, Design & Review	4,134,000	-
Construction Monitoring	1,426,000	1,950,000
Relocation	252,000	721,000
Property Maintenance	3,435,000	6,056,000
Housing Production & Assistance	20,437,000	16,727,000
Employment/Business Assistance	1,476,000	686,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

	<u>FY 1992-93</u>	<u>FY 1993-94</u>
Business Dev./Revitalization	7,626,000	390,000
Debt Service	12,689,000	17,333,000
Refinancing:Fuji Debt	16,785,000	-
Restricted Funds	<u>3,964,000</u>	-
Subtotal	\$114,062,000	\$53,763,000
Personnel Costs	\$7,096,000	\$6,869,000
Administrative Costs	<u>1,604,000</u>	<u>1,773,000</u>
Subtotal	\$8,700,000	\$8,642,000
Total Line Item Budget	<u>\$122,762,000</u>	<u>\$62,405,000</u>

A description of major project activities and anticipated accomplishments for each project for 1993-94 are as follows:

Yerba Buena Center

\$17,236,000

Complete working drawings and start construction of the child care center, ice rink/bowling center, children's cultural center, carousel and park on Central Block 3.

Implement security, operation and maintenance program for the Gardens and Center for the Arts on Central Block 2.

Continue to monitor construction of the San Francisco Museum of Modern Art and implementation of the Affirmative Action goals.

Work with the Mexican Museum in the development of their facility.

Negotiate agreement and begin design review with developer selected for the entertainment/retail site on Central Block 2.

Negotiate agreement and begin design review with developer selected for the housing development on East Block 2-C.

Market site for development and select a developer for East Block 2-A.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
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Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Rincon Point - South Beach/South Beach Harbor

\$3,809,000

Continue discussions with current residential property owners related to owner participation for the development of their property in accordance with the plan.

Monitor owner participation efforts for development of the site.

Complete remodeling and market commercial space on Pier 38BB and Pier 40 for harbor related and harbor compatible uses.

Continue to coordinate the construction of the Embarcadero Roadway in the project area, and to negotiate interim parking, access and staging areas and scheduling.

Exercise option to lease with the Port and begin construction of South Beach Park and continue to maintain, operate and market the South Beach Harbor. Review and approve architectural plans prior to construction which is scheduled for Summer of 1994.

Negotiate leasing agreement with the Port for Rincon Point Park, as well as to initiate the design process.

Western Addition A-2

\$4,184,000

Continue to provide relocation, affirmative action, economic development, housing and public improvement activities in the Western Addition A-2. Future activity in the A-2 Redevelopment Project Area would include 102 residential condominiums in Parcel 732-A, 17 units at Sutter near Fillmore, 26 units at Myrtle and Van Ness and 53 units and a Senior Center on McAllister near Fillmore.

Hunters Point

\$1,969,000

Begin construction of 117 affordable housing units at one location and provide additional housing subsidies to purchasers of units to be constructed in the Hunters Point School II site. In addition, the Agency intends to fund the San Francisco Housing Development Corporation to provide a home ownership educational program.

Hunters Point Shipyard

\$1,415,000

Work with Navy to expedite toxic clean up schedule and remediation of the Shipyard.

Lease first 50 acre site from the Navy upon completion of toxic clean up.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Develop conceptual plan for entire Shipyard and specific plan for the 50 acre site.

Continue City's Master Plan amendment and EIR process. (Funding is contingent on the approval of a Redevelopment Project Area.)

Work with the Mayor's Citizens Advisory Committee to incorporate their development criteria into the process.

Demolish vacant single family homes on the 50 acre site.

India Basin

\$463,000

Monitor land use compliance under the Redevelopment Plan.

Provide economic development assistance and opportunities through a program with the Urban Economic and Development Corporation.

Affordable Housing Program

\$13,739,000

The program would continue to be administered jointly with the Mayor's Office of Housing. The allocation of funds for each program category may be adjusted depending on need, but the overall program allocations totaling \$13,739,000 would be:

Nonprofit Acquisition, Rehabilitation and New Construction of Low/Moderate Housing	\$6,000,000
Nonprofit and Tenant Purchase of At-risk Federally Subsidized Developments	500,000
Housing Loans and Grants to People with AIDS	6,000,000
Relocation Assistance and Affirmative Action Compliance	195,000
Studies and Other Costs	98,000
Fair Housing Testing in Agency-financed Rental Projects	10,000
Personnel Costs	713,000
Administration	193,000
Outside Legal Counsel	<u>30,000</u>
Total	\$13,739,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

South of Market

\$5,774,000

Continue to acquire housing development sites for the development 100 family dwelling units and to facilitate the acquisition of 2-3 Single Room Occupancy (SRO) Hotels and/or apartment buildings by non profit developers for the purposes of rehabilitation and instituting better management.

Complete construction on three new housing development sites which would produce 54 new family units and 140 replacement SRO units.

Complete and adopt an amended redevelopment plan which will expand the project area boundaries and broaden the scope of redevelopment activities.

South Beach Harbor

\$3,234,000

Continue to maintain and operate the harbor.

South Bayshore Study Area

\$180,000

In cooperation with community groups and businesses complete creation of project area committee.

Begin process for creation of a survey area for the development of Third Street.

Center for the Arts

\$5,000,000

Center for the Arts is currently scheduled to be open in October of 1993. The Center for the Arts has developed a detailed budget for operation of the Center. Revenues and expenditures for the first year of operation are summarized as follows:

Revenue

Governmental Fund:

- SFRA		\$2,500,000
Fundraising		845,464

Earned Income:

- Box Office Revenue	\$274,169	
- Facilities Rentals	178,664	
- Galleries Admissions	40,320	
- Cafe and Bookstore	25,000	
- Investments and Interests	<u>20,000</u>	538,153

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Prior Years' Designated Funds for Opening Expenses	<u>650,000</u>
Total Revenue	\$4,533,617

Expenses

Staffing Costs:		
Programs	\$262,515	
Marketing/Development	171,122	
Box Office	83,952	
Operation	370,243	
Administration	372,752	
Benefits	<u>285,435</u>	\$1,546,019
Programs:		
Performing Arts	\$529,130	
Visual Arts	<u>277,770</u>	806,900
Public Relations and Marketing		625,724
Fundraising		73,072
Operating Costs:		
Maintenance & Security		
Contracts	\$569,250	
Utilities	201,354	
Equipment	30,888	
Other Operating Expenses	<u>219,474</u>	1,020,966
Administration		<u>235,937</u>
Total Expenses		\$4,308,618
Mandated Reserves		<u>225,000</u>
Total Expenses and Reserves		\$4,533,618*

*Total Revenues do not equal Expenses and Reserves due to rounding.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Economic Development

\$2,037,000

A summary of goals for the upcoming fiscal year:

Implement Chinatown Economic Development Programs to include Small Business Loan Program, Aesthetic Improvement Program, Chinatown Lighting Program, Transportation Improvement Program, and Marketing Program.

Continue currently funded neighborhood revitalization programs and activities for South of Market, 24th Street, Hunters Point, and Western Addition.

Establish survey area in Hunters Point/South Bayshore to initiate Third Street Revitalization Program.

Continue predevelopment activities on GSA, GAP, and Hunters Point Naval Shipyard sites. Continue to assist Mayor's Office city-wide economic development efforts.

Continue currently funded small business loan programs for South of Market, 24th Street, Hunters Point, and Western Addition.

Place six businesses in the Western Addition Small Business Incubator.

Continue to provide business technical assistance and employment development assistance through contracts with community-based organizations.

Federal Office Building (FOB)

\$3,056,000

The project involves the establishment of a redevelopment project area around the GSA Site, the acquisition of the Site, the fiscal merger of existing redevelopment project areas to permit tax allocation financing for the project and disposition of the Site to the General Services Administration for the construction of the FOB. Goals for Fiscal Year 1993-94 would include:

Establish new redevelopment project area.

Merge all Agency project areas for fiscal purposes.

Complete required relocation of existing commercial tenants.

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Acquire the GSA Site.

Convey the GSA Site to the Federal government.

Central Relocation Service

\$310,000

The Central Relocation function would continue to be funded with 4 positions, the same as fiscal year 1992-93.

Grand Total all Projects

\$62,405,000*

*Total does not equal line item budget due to rounding.

The proposed legislation would also approve and authorize an amendment to the Indebtedness Limitation Agreement between the SFRA and the City. This agreement authorizes the SFRA to claim \$2,538,000 annually to repay the 1993 Tax Increment Bond and limits the SFRA to a cumulative annual tax increment payment of \$14,800,000 per its statement of indebtedness to be filed by October 1, 1993. The \$14,800,000 payment would be distributed as follows:

1993-94 Proposed SFRA Tax Increment Revenue

1989-90 Tax Increment	\$3,757,431
1990-91 Tax Increment	1,887,400
1991-92 Tax Increment	1,673,108
1992-93 Tax Increment	2,475,430
Additional 1992-93 (not taken by SFRA)	<u>2,468,631</u>
Total Prior Year Tax Increment Revenue	\$12,262,000
1993-94 Proposed Tax Increment	<u>2,538,000</u>
 Total 1993-94 Tax Increment Revenue	 \$14,800,000

The proposed legislation would finally approve the issuance of bonds in an aggregate principle amount not to exceed \$30,000,000 for the purpose of financing 1993-94 redevelopment activities. The Agency is requesting \$30 million as the aggregate principle amount in tax increment bonds, though the Agency only requires \$27,624,000 or \$2,376,000 less than \$30 million. According to Mr. Bob Gamble of the Redevelopment Agency, the Agency would need the remaining \$2,376,000 to pay bond issuance costs.

The administrative budget of the Agency for fiscal year 1993-94 has been reduced by a net total of \$58,000 from \$8,700,000 to \$8,642,000. The number of full time equivalent positions has been reduced by 4.5 from 111.5 to 107. The position deletions (additions) from the fiscal year 1992-93 budget are as follows:

**RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS**

1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

<u>No. of Positions</u>	<u>Position Title</u>	<u>Function</u>	<u>Fiscal Year 1992-93 Salary</u>
1	Chief Econ. Dev.	Economic Development	\$81,968
1	Sr. Civil Engineer	Engineering & Rehab.	80,000
1	Civil Engineer	Engineering & Rehab.	69,160
.5	Sr. Architect	Architecture	37,206
.5	Architural Associate	Architecture	29,781
1	Sr. Clerk	Affirmative Action	30,394
1	Chief of Planning/Programming	Planning and Programming	84,448
.5	Legal Clerk	Legal	13,802
1	Sr. Accountant	Finance	44,356
1	Data Processing Mgr.	Data Processing	71,162
1	Secretary II (Floater)	Administrative Services	36,426
1	Clerk/Receptionist	Administrative Services	28,964
(1)	Development Specialist*	Housing Production & Mgt.	(62,712)
9.5		Total Salaries	\$544,955

*Federally funded position added for housing with AIDS program.

The fiscal year 1993-94 proposed budget would also transfer 7 positions from the South Beach Harbor Project and 1 position from Housing Production and Management to alternative funding sources and would increase by 5 positions from 102 to 107 due to the transfer and/or reassignment of 5 positions for Economic Development from the Mayor's Office as follows:

Sr. Dev. Exec. Dir., Economic Dev.	\$96,694
Dir. of Business Development	63,024
Dir. of Property Formulation	53,766
Enterprise Zone Coordinator	63,024
Dir. of Loan Programs	<u>70,183</u>
Total Annual Salaries	\$346,691

The initial transfer and/or reassignment request of the Mayor was for six positions. The Mayor submitted an amendment which deleted, instead of transferring and/or reassigning, a Loan Program Accountant position and reduced the salaries of three of the five remaining subject positions. The above five positions were approved in the SFRA's interim budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division: **San Francisco Redevelopment Agency (SFRA)**

Comments:

1. Mr. Gamble of the SFRA initially reported that the number of full time equivalent (FTE) positions would be reduced by 13.5 from 111.5 to 98 beginning July 1993 and an additional 4 positions would be reduced after the interim budget in order to reduce the number of positions to 94. Mr. Gamble further advised that the 17.5 positions (13.5 plus 4) to be deleted included the Relocation Division (four positions), Records Division (five positions) and Property Management Division (four positions). These functions were planned to be contracted out after the interim budget period. The Mayor's budget, however, restored these latter 13 positions which resulted in a total number of positions of 107 (94 + 13).

2. Ms. Cynthia Choy Ong, Vice President of the SFRA Commission, in a June 22, 1993 letter, expressed concerns about some of the positions being deleted. In response to these concerns, Mr. Gamble has provided the following information:

"In the current Mayor's proposed budget for the Agency, there are two clerical positions who will be laid off on July 1. One of these individuals can be retained by placing them in a different, recently vacated clerical position. There is no position available for the second individual at the present time. This individual could only be retained by placing her in a temporary, unbudgeted position until additional vacancies occur. If an appropriate vacancy does not arise, then the layoff would occur later. Therefore, the only way to avoid a layoff with certainty would be to include an additional budgeted clerical position."

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
1993-94

Department/Division

San Francisco Redevelopment Agency

Page No.	Object	Account Title	Position/ Equipment	Number		Amount		Savings
			Number	From	To	From	To	
		Dues and Subscriptions				\$37,740	\$32,850	\$4,890
		Conference & Etc.				13,765	10,100	3,665
		Commissioner's Fees & Related Expenses				15,000	8,750	6,250
		To eliminate increases for these expenditure accounts.						
		Travel-Local				16,925	14,500	2,425
		Travel - Out of Town				11,600	5,000	6,600
		Office Supplies				84,650	75,000	9,650
		Supplies-Minimal Printing Photo				92,350	55,000	37,350
		Maintenance Machines Equipment/ Furniture				119,050	85,000	34,050
		Purchase/Machines Equipment/ Furniture				88,750	35,000	53,750
		Reduce to actual 1992-93 expenditure level adjusted by a cost of living factor for 1993-94.						
		Center for the Arts				5,000,000	4,533,617	466,383
		Reduce the Center for the Arts budget from the \$5,000,000 estimate of the SFRA to the actual budget including reserves proposed by the Center.						
Total Recommended Reductions								\$625,013

